



# Staffordshire University Academy

HR Officer inc. Cover Coordinator

## Application Pack

“There is a strong sense  
of community and  
togetherness.”

*Ofsted 2023*



# Principal Introduction

Thank you for showing an interest in joining Team SUA!

We are proud to be part of Staffordshire University Academies Trust (SUAT) whose family of twenty-one schools has a collective mission to 'Achieve Better Outcomes' for everyone.

At SUA, we have transformed our culture and approaches to education resulting in our academy achieving a 'Good' grading in all areas in our last full Ofsted inspection in November 2023.

We are at a really exciting stage in our history, we have rapidly growing student numbers, a growing sixth form and staff who are completely aligned to our vision in being relentless in our mission to achieve the best outcomes for our students.

Our students follow a simple RESPECT code which instils the right level of focus for the very best learning to take place. We underpin everything on our three academy values 'Aspire, Believe, Achieve!'

We are innovative in our approaches to teaching and learning, sourcing ideas from international practices. Successful learning is supported by having strong partnerships and we work to achieve this through excellent communication between the academy, parents, governors and the local community. We expect students to be engaged with the curriculum in a creative and innovative way, but not forgetting about the core values of education, ensuring they are equipped with the skills necessary for use in today's modern world.

For many years we have built a strong partnership with the Birmingham Repertory Theatre and with many local businesses who enrich the experiences of our students with once in a lifetime opportunities. We offer our students a range of residential, both locally and internationally, and we are constantly exploring other opportunities to provide additional enrichment for the whole of Team SUA.

We are delighted that you are interested in joining the team, if you are able to, please come and see us in action!

Mrs. Rowena Hillier



# Reasons to join SUA



## Culture

We have an ethos of 'Culture Eats Strategy for Breakfast' – our positive culture is about the central mission of 'improving outcomes for all students'. Staff are friendly, positive and have brought around historical change at SUA through teamwork and innovation. We instill a sense of 'Belonging' in all of our students to support their journey whilst being part of Team SUA.



## Wellbeing

Our staff satisfaction is excellent. Staff have access to a suite of wellbeing opportunities, such as daily tea and toast in our staffroom, golden tickets, not meeting for meetings sake, wellbeing days...but our approach is not tokenistic. We work as a team to reduce workload issues, such as marking, so that any growing pressures can be easily addressed.



## Evidence Informed Practice

All of Team SUA (teaching and support) are evidence informed. Staff run year-long projects as part of their own appraisal process. In September 2023 all of our work was published in Ross Morrison-McGill's book 'A Guide to Questioning' – an achievement we are all really proud of. The work that colleagues complete then influences policy and future plans for the academy.



## Wider Opportunities

Our sponsor, The University of Staffordshire, supports our staff in pursuing further qualifications, such as a Master's in Education. Staff are also encouraged to complete NPQs. We have proud links with The Birmingham Repertory Theatre as well as with many local businesses. As part of our sixth form, we also offer our own in-house football academy.



## Quality of Education

Our curriculum is carefully designed to ignite ambition, secure knowledge and develop lifelong learners. Knowledge and skills are sequenced logically and progressively, with concepts mapped horizontally and vertically to ensure depth and coherence. Core substantive, disciplinary and hinterland knowledge are all considered as well as a wealth of opportunities to enhance both cultural and social mobility.



## Coaching

We moved away from graded observations many years ago, which helped transform our developmental approach to teaching. We truly believe that no member of staff is the finished article. Staff at any stage in their career share typically great practice to constantly improve.

# Contact us

info@suacademy.co.uk

01543 224700



## Post: HR Officer inc. Cover Coordinator

### Why here, why now?

Staffordshire University Academy is a rapidly improving academy. Team SUA are looking to appoint an HR Officer inc. Cover Coordinator to join our Business Administration Team.

We are committed to continually improving the quality of our provision. We have access to high quality facilities and resources and work within a strong team structure that allows best practice to be shared. Staff benefit from a positive working environment, with strong support for professional development. The successful candidate will join a team of friendly and supportive colleagues who want to achieve the very best for our students.

**Post:** HR Officer inc. Cover Coordinator

**Salary:** Grade 8

**Deadline:** Please send your completed application **by 12pm, Monday 9<sup>th</sup> March 2026** to [vacancies@suacademy.co.uk](mailto:vacancies@suacademy.co.uk)

### Job Description

<b>Job Title:</b>	HR Officer inc. Cover Coordinator
<b>Pay Scale:</b>	Grade 8, 37 hours per week, term-time plus 10 days
<b>Responsible to:</b>	Business and Operations Manager
<b>Responsible for:</b>	Under the direction of a member of the Senior Leadership Team, to manage cover, be responsible for the effective recruitment of the academy, maintain confidential staffing records, lead the safer recruitment process, book/log training courses and monitor staff coaching. To line manage up to five members of staff.
<b>Academy Purpose and Values</b>	<p>Aspire, Believe, Achieve!</p> <p>At Staffordshire University Academy we aim to nurture all students to ensure they are happy and confident learners. Through an environment that provides inclusive learning opportunities for all; they can achieve their personal best and aspire to be successful in the future.</p> <p>Students will learn to be reflective and be taught the importance of respect and tolerance for others. Young adults leaving SUA will contribute positively to the local community and be fully prepared for life in modern Britain.</p> <p>We will instil the fundamental values of democracy, freedom, a wider understanding of different faiths and beliefs, celebrating diversity. Students will appreciate the clear link between rights and responsibilities and know the difference between right and wrong.</p>

	<p>The above will be achieved through the delivery of great teaching, excellent communication between the academy, parents, governors and the community and an insistence on the highest standards of behaviour from all.</p>
<p><b>Support to recruitment</b></p>	<ul style="list-style-type: none"> <li>• To be the main point of contact for staff and external agencies/interested parties for the active promotion &amp; marketing of all aspects of recruitment.</li> <li>• Actively creating and sourcing regular and frequent material for promoting the academy as an employer.</li> <li>• Co-ordination of external media (e.g. press releases, adverts, recruitment packs etc)</li> <li>• Develop and maintain a social media presence for recruitment.</li> <li>• Monitor the academy’s website in order to ensure that vacancy information is accurate and up to date.</li> <li>• Actively promote internal vacancies.</li> <li>• Development of job descriptions and person specifications</li> <li>• Manage and check the safe recruitment process including <ul style="list-style-type: none"> <li>• Liaise with senior staff on the composition of vacancy adverts &amp; arrange for insertion in appropriate publications and websites</li> <li>• Liaise with senior staff on the relevant job description, person specification and other information to be sent to candidates</li> <li>• Prepare and issue information to candidates</li> <li>• Collate application forms for senior staff for short-listing</li> <li>• Liaise with senior staff to organise interviews and issue invitations to candidates</li> <li>• Request references for interview candidates</li> <li>• Supply interview panel with all required candidate information</li> <li>• Issue appointment letters to successful candidates</li> <li>• Undertake relevant checks of information provided by successful candidates e.g. DBS and internet searches</li> <li>• Collect and file all recruitment paperwork, including interview questions and notes.</li> </ul> </li> <li>• Coordinate new staff induction programmes.</li> </ul>
<p><b>Support to Human Resources:</b></p>	<ul style="list-style-type: none"> <li>• Maintain confidential staffing records</li> <li>• Completion of appropriate forms to ensure contractual and payroll information is produced and accurately maintained</li> <li>• Ensure internal systems are updated to reflect all staffing changes (e.g. email lists, telephone lists, SIMS)</li> <li>• Monitor and check claims for employment e.g. additional hours, casual/ supply claims</li> <li>• Monitor and check travel and expenses claims</li> <li>• Liaise with HR service on specific HR issues</li> <li>• Liaise with Payroll administration as appropriate</li> <li>• Maintain the Single Central Record in line with Ofsted Safeguarding requirements</li> <li>• Produce and submit the annual School Workforce Census.</li> <li>• Prepare documents for staff annual declarations.</li> <li>• Ensure progress of new staff is reviewed before probationary periods expire</li> <li>• Support the process of investigating HR issues (e.g. disciplinary matters, grievance procedures)</li> <li>• Support liaison with professional associations</li> <li>• Arrange staff exit interviews, ensuring that all academy property is returned</li> </ul>
<p><b>Support to CPD:</b></p>	<ul style="list-style-type: none"> <li>• Maintain records of staff CPD on SIMS and National College, book courses with external providers where appropriate.</li> <li>• Maintain records of staff coaching and report to senior staff.</li> <li>• Ensure training and course material is made available to relevant staff.</li> <li>• Ensure all performance reviews have been carried out and documented by line managers.</li> <li>• Monitor safeguarding training to ensure compliance with safeguarding requirements</li> </ul>

<b>Cover Management:</b>	<ul style="list-style-type: none"> <li>• Manage and coordinate the daily cover requirements for absent staff, ensuring appropriate cover is provided</li> <li>• Organise and book supply staff as required, considering the specific subject or department needing cover</li> <li>• Explore long-term cover options through agencies and provide advice to the SMT regarding vacancies</li> <li>• Deploy and monitor staff providing cover on a daily basis, ensuring effective management of absences</li> <li>• Respond to unplanned absences during the day, efficiently deploying staff or supply staff where necessary</li> <li>• Provide daily updates to a member of the SMT on cover arrangements and staff absences to ensure informed decision-making</li> <li>• Greet and induct supply staff into the school's policies and procedures, ensuring they are familiar with their roles and responsibilities</li> </ul>
<b>Support organisational management</b>	<ul style="list-style-type: none"> <li>• Make timetable changes on the academy's management information and timetable systems (SIMS and Edval)</li> <li>• Undertake confidential typing and word-processing and complex IT based tasks</li> <li>• Operate relevant equipment/complex ICT packages</li> <li>• Undertake research and obtain information to inform decisions</li> <li>• Undertake administration of complex procedures</li> <li>• Provide advice and guidance to staff on complex issues</li> <li>• Attend meetings as required, prepare and distribute agendas and take notes/minutes</li> </ul>
<b>Managing attendance at work</b>	<ul style="list-style-type: none"> <li>• Oversee leave of absence arrangements</li> <li>• Record sickness and other absences, monitoring medical certificates</li> <li>• Monitor staff absence levels and escalate issues to Senior Leadership Team as appropriate</li> <li>• Be the first point of contact at the academy where staff are off work for longer periods of time</li> <li>• Prepare and provide paperwork to colleagues for Return-to-Work meetings and ensure that Return-to-Work interviews are completed in a timely manner</li> <li>• Support stage 1 and 2 absence meetings</li> <li>• Ensure that support programmes are in place in order to minimise sickness absence, and support staff returning to work after long-term absence</li> <li>• Prepare staff risk assessments and submit Occupational Health Unit management referrals</li> </ul>
<b>Business team</b>	<ul style="list-style-type: none"> <li>• To contribute to the planning, development and organisation of the business team systems, procedures and policies.</li> <li>• To provide personal, administrative and organisational support to other staff. To deal with complex reception/visitor matters if required.</li> </ul>
<b>General duties</b>	<p>The expectations of all Staffordshire University Academy staff are:</p> <ul style="list-style-type: none"> <li>• To act professionally at all times.</li> <li>• To play a full part in the life of the academy community, to support its mission and ethos and to encourage staff and students to follow this example.</li> <li>• To be flexible and adaptable.</li> <li>• To adhere to the ethos of the Trust.</li> <li>• To set an example of personal integrity and professionalism, by working as a team.</li> <li>• To maintain complete confidentiality.</li> <li>• Any other duties required by the Principal that are commensurate with the grade of this post</li> </ul>
<b>Safeguarding</b>	<p>Staffordshire University Academy is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults that she/he is responsible or come into contact with.</p>

Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required. You may be asked to carry out any other duties as commensurate within the grade in order to ensure the smooth running of the academy. The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

*This academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment. This position is subject to a criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application. As part of the recruitment process social media checks will be undertaken.*

## Person Specification

Post: HR Officer inc. Cover Coordinator

In your application, please demonstrate how you meet these criteria.

Attributes	Essential	Desirable	How identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A* - C / 4+ or equivalent GCSE in English and maths</li> <li>• NVQ 3 Business and Administration or equivalent qualification in a relevant discipline.</li> </ul>	<ul style="list-style-type: none"> <li>• Further educational qualifications</li> </ul>	A
<b>Work Related Experience and Associated Skills</b>	<ul style="list-style-type: none"> <li>• Experience of development, management and operation of administrative systems.</li> <li>• Well-developed interpersonal skills to be able to relate well to a wide range of people.</li> <li>• Work constructively as part of a team whilst being able to demonstrate initiative.</li> <li>• Good communication skills.</li> <li>• Proficient in the use of Microsoft Office and SIMS.</li> <li>• Full working knowledge of relevant policies/practices and external regulations.</li> <li>• Good communication skills.</li> <li>• Ability to persuade, motivate and negotiate.</li> <li>• Good organising, planning and prioritising skills.</li> <li>• Methodical with a good attention to detail.</li> </ul>	<ul style="list-style-type: none"> <li>• Proficient in the use of Myview and OHU portal</li> </ul>	A/LO/I/R
<b>Personal Skills/Specialist Knowledge</b>	<ul style="list-style-type: none"> <li>• Self-critical, awareness of own strengths and development targets, and professional development requirements.</li> <li>• Coaches and empowers team members to take responsibility for ensuring customer care.</li> <li>• Understands the Academy's Development Plan and how it relates to team and individual objectives.</li> <li>• Accepts, supports and quickly implements change.</li> <li>• Identifies and promotes best practice and encourages the sharing of ideas.</li> <li>• Requires minimum supervision.</li> <li>• Ability to articulate, form and maintain appropriate relationships and boundaries with children and young people.</li> <li>• Takes quick and effective action.</li> <li>• Builds strong team ethos where everyone feels valued.</li> <li>• Takes responsibility for own and team actions.</li> </ul>		A/LO/I/R

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Professional, enterprising, personal impact.</li> <li>• Outgoing, warm personality, approachable, inclusive.</li> <li>• Positive, adaptable.</li> <li>• Energetic and enthusiastic.</li> <li>• Self-motivated, self-confident, reliable.</li> <li>• Calm under pressure, emotionally intelligent.</li> <li>• Sensitivity, fairness, tact and discretion.</li> <li>• Commitment, generosity of spirit.</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to contribute to academy life</li> </ul>	I/R
<b>A = Application I = Interview LO = Lesson Observation R = Reference</b>			

**Staffordshire University Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**