



Information for Applicants



The City Academy, Hackney
Values and Success

HR Officer

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City of London Academies Trust
Guildhall, PO Box 270
London EC2P 2EJ
020 7332 1432
enquiries@cola.org.uk www.cola.org.uk

Dear Applicant,

I am delighted that you have chosen to apply for a post with the City of London Academies Trust.

COLAT is driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve. Combining the heritage and traditions of the City of London Corporation with an innovative and enterprising approach to teaching and learning, we aim to ensure that every one of our schools can be judged as 'outstanding' within three years of joining our Trust.

Our expectations are high for both our students and our staff. Our 'Foundations of Excellence', which run through all Trust schools, have been the framework for our sector-leading success so far. These core principles have led to the City of London and COLAT being recognised as the best performing academy chain for progress and attainment of disadvantaged children for two years in a row in The Sutton Trust's annual report, 'Chain Effects' (2016 and 2017). This fuels our determination to continue to develop the work we do, while remaining focused on the ambitions for our schools and making a significant difference to children's lives.

In striving for excellence in all aspects of our work, we are acutely aware that this will only be achieved through hard-working and motivated staff. We therefore ensure that we invest in our people, allowing them to grow and achieve their career goals within the Trust or beyond. We are committed to providing first-rate training and development opportunities to all our staff, in addition to excellent career advancement opportunities within our growing Trust. In the classroom, we expect the kind of exemplary behaviour that allows our staff to generate exceptional learning outcomes for our children. Being sponsored by the City of London Corporation also means our staff benefit by having access to a huge range of resources, events and exciting learning opportunities that other Trusts are simply not able to offer.

We are always looking for like-minded individuals to join us on our journey. Making the choice to work for COLAT means making the choice to be part of an evolving, ambitious and supportive Trust where you are valued, encouraged and can develop your specific talents whatever they may be. We look forward to receiving your application.

Yours faithfully,

Mark Emmerson
Chief Executive Officer



The City Academy, Hackney

Values and Success

Homerton Row, London, E9 6EA

T: 020 8525 5440

F: 020 8985 3908

admin@thecityacademy.org

www.thecityacademy.org

Principal Mark Malcolm

Dear Applicant,

Thank you for expressing an interest in the post of **HR Manager** at The City Academy, Hackney.

This is an exceptional school with high expectations, tight discipline and an exciting curriculum. It is a place where teachers gain experience in a high achieving environment which enables them to quickly develop their practice and progress in their career. I can promise you that this will be one of the most rewarding places to work and that aside from the intrinsic challenges and rewards this post offers, there are many other benefits for staff who work for us. We are committed to creating a professional and supportive workplace for our staff.

We want you to look forward to each day at the academy. We expect hard work, skill and dedication to our ethos, and in return we will provide an excellent working environment, competitive rates of pay and an excellent benefits package. We will also provide outstanding experiences and training opportunities, and simply having worked in our school at some time in your career will enhance your curriculum vitae.

If you feel that you can make a positive contribution to our academy, please apply online via our website, www.thecityacademy.org. I look forward to reading your application.

Should you have any queries, please do not hesitate to contact me.

Yours sincerely,

Mark Malcolm
Principal

About us

The City of London Academies Trust is driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

Combining the heritage and tradition of the Corporation of London with a refreshingly innovative and enterprising approach to teaching and learning, we aim to ensure that every one of our schools can be judged as Outstanding within three years of joining the Trust.

Our academies draw upon the best traditions, institutions, heritage and historical successes of the City Corporation and London. We deliver life-transforming learning experiences allowing all our pupils, whatever their background, to make a positive contribution to their local, national and global communities.

The City of London, its schools and academies are characterised by:

- High expectations, aspirations, excellence and a belief that all can succeed;
- Combining creativity, innovation and enterprise, alongside tradition and continuity;
- Developing people who are confident, resilient, compassionate and democratic.

Although all schools within the Trust are different, they all subscribe to the same ethos. All City academies are expected to exhibit the five attributes of outstanding educational provision. These simple and effective principles, our Foundations of Excellence, are the essential drivers that deliver outstanding outcomes for learners and are key to the success of City of London academies. They are:

| | |
|---|--|
| High expectation leadership | Dynamic and skilled leadership from school leaders and governors founded in the core belief that all children can succeed. |
| Exemplary behaviour | Behaviour for learning based on a set of defined core values that promote engagement, respect, tolerance, probity, curiosity, resilience, creativity and independence. |
| Outstanding creative teaching | Highly skilled teaching that inspires, engages, supports and challenges learners whatever their starting point. |
| Assessment that informs intervention | Target-setting and assessment systems that set challenging targets and provide data that supports intervention if that progress is not being made. |
| A challenging curriculum | A formal curriculum that matches the high expectations of progress providing a range of high status qualifications for each learner. A rich informal curriculum that supports the wider development of each learner through personal, sporting, creative and employer experiences. |

About our school

The City Academy, Hackney was established in 2009, based on the highest expectations of academic achievement and personal development. Our students have achieved outstanding GCSE results and our second set of A-level results are excellent. All of our sixth form students have progressed to university or high-level apprenticeships.

Our mission is to develop highly qualified and skilled young adults who achieve to the best of their individual ability and embrace a desire for lifelong learning in their chosen path when they leave. We will fully equip our students to deal with the challenges of the 21st century by displaying the highest standards of professionalism and becoming ethical, active citizens fully committed to supporting their local and global community.

The City Academy, Hackney offers all students an outstanding opportunity to learn and achieve in a purpose-built environment with access to the highest standards of teaching, support and challenge. We achieve those standards

by promoting a working environment which pioneers innovation, professional development and the highest standards of teaching and support.

Address

The City Academy, Hackney
Homerton Row,
London,
E9 6EA

The academy is located in the Borough of Hackney, East London – and is easily accessible via both the London Overground and numerous bus routes.

London Overground

The academy is a short walk from both Hackney Central and Homerton overground stations.

We are just six minutes from Stratford with connections to the Central and Jubilee lines, DLR and mainline services from Liverpool Street.

Bus routes

There are also a large number of buses that service the surrounding area:

to Homerton High Street – 394, 425 , 488

to Mare Street – 38, 48, 55, 106, 242, 253, 254, 394

How to complete the Application Form

It is essential that a fully completed application form is submitted. City of London Academies Trust cannot accept CVs alone. It is recommended that you retain a copy of your application form, so you can refer to it if you are invited for interview.

The main sections of the application form ask for various information relating to your work, educational and personal history. This information allows your application to be fully assessed against the criteria/competencies required for the job. When completing the application, you should provide your entire work history, including a description of any gaps in employment. In addition, outline your skills, qualifications and any notable awards. These can be selective, and you only need to provide those you consider relevant to the job you are applying for.

Section 5 is the most significant element of the application form. Using no more than two sides of A4 please provide an accompanying letter explaining why you are applying for this post and how your experience, skills, training and personal qualities match the requirements of the role as set out in the job description and person specification.

As part of your letter of application we are interested in knowing your impact so please provide relevant evidence. For instance, if you are seeking a pastoral role provide relevant data on the reduction of exclusions. If seeking a teacher role provide progress and attainment data of classes taught. If you do not meet all the essential criteria, it is unlikely that you will be shortlisted.

City of London Academies Trust asks that all potential employees highlight any relationships to school governors or employees to ensure all applicants are treated fairly. For example, it may be inappropriate to offer someone a position within an organisation where they work for a family member or asking someone to take a position where they manage grants for voluntary services when their family works for a relevant voluntary organisation.

City of London Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and applicants for vacant posts are expected to share this commitment. If you are offered a job, the offer will be conditional on satisfactory pre-employment checks. These can include: identity, references, qualifications and other evidence, e.g. driving licence, as well as a medical questionnaire, and a Disclosure and Barring Service (DBS) check.

Please provide details of two referees, one of whom should be your present/most recent employer. **References will not be accepted from relatives or friends.** References are requested for all shortlisted candidates unless you specifically request us not to do so. Open references will not be accepted.

This post is exempt from the Rehabilitation of Offenders Act 1974. If you are appointed, you will be required to complete a DBS check. Any information received from the DBS will be treated in the strictest confidence. Having a criminal record will not exclude you from appointment, unless it is considered that the conviction renders you unsuitable to work with children.

Under the Criminal Justice and Court Services Act 2000, it is a criminal offence if an individual who is disqualified from working with children knowingly applies for, offers to do, accepts or does any work with children.

The role is covered by part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Please email your application form to the email address provided in the advert. If posting an application, please ensure the correct postage is paid and that it is sent with enough time to be received before the closing date. City of London Academies Trust cannot be held responsible for postal issues or errors.

City of London Academies Trust



Job Description

Post: Human Resources Officer

Accountable to: HR Manager

Grade/Range: Scale 5, SCP 12- 15

Salary: £26,543.41 to 28,004.51 pro rata. (Actual salary: £12,146.25 to £12,814.79 per annum)

Working Pattern: 17.5 hours per week

Location: The City Academy Hackney

Disclosure level: Enhanced

Main Purpose

As an integral member of the administration team, the post holder will provide effective and efficient administrative support to the HR function within the academy, undertaking duties across a range of HR activities including recruitment and selection, data management and reporting, compliance and general HR administration.

Key Accountabilities

Recruitment and Selection

- Support the coordination of recruitment processes across the academy, including posting adverts, providing administrative support for scheduling and booking interviews, liaising with the candidates and producing recruitment panel packs
- Undertake the administration of all statutory pre-employment checks including DBS, references, right to work, health assessments and relevant new starter paper work
- Support the processing staff appointment documentation for successful candidates, including offer letters, contracts of employment and payroll administration
- Develop and maintain spreadsheets and trackers to ensure all relevant HR information is collected and maintained (e.g. DBS checks, dispatched and returned new starter paperwork and contracts etc.)
- Be responsible for putting together and maintaining new staff personnel files, ensuring the correct paperwork is in place and cross-referencing with SIMS/Payroll and the Recruitment Tracker to ensure completeness
- When required, to audit new starter files and chase new employees for relevant documentation to ensure everything is in place prior to appointment commencing
- As directed populate the academies Single Central Record, chasing information when required and ensuring the highest levels of accuracy is maintained
- Create staff ID badges and arrange delivery
- Support the initial induction process once the candidate is in post

Employee Relations Administration

- Support with the administration of employee relations casework in conjunction with the School Business Manager e.g. note taking at grievance and disciplinary meetings, arranging absence and capability meetings etc.
- In liaison with payroll, ensure maternity, paternity, adoption and share parental leave letters are administered in a timely fashion
- In liaison with payroll ensure relevant letters regarding absence pay entitlements are sent to employees in a timely fashion

Payroll and Pensions

- Ensure all new starters, changes, leavers are administered on the payroll portal.
- Ensure all leaver paperwork is administered accurately
- Ensure all new starter paperwork is administered accurately
- Ensure all new offers and contracts are provided in line with start dates for payroll
- Support with collating of payroll changes and checking this in conjunction with HR colleagues and Finance.
- Manage the administration of Teachers' Pensions, Local Government Pension Scheme and any other pension scheme offered by the Trust.

Data Management and Reporting

- Manage the HR Information System to ensure that electronic employee records are accurate and up to date. This will include responsibility for data entry, and supporting regular and ad hoc reporting
- Support with the co-ordination of the academy's School Workforce Census annual return
- Keep and maintain all HR policies both electronic and printed, ensuring that all current HR related policies and procedures are available

Performance Management, Appraisal and Staff Training

- Be an active participant in the academy's performance management processes, which will include an annual review and regular review of roles and responsibilities, in the interest of the academy's needs.
- Develop and maintain the PM cycle diary, reminding line managers when the initial, mid and final reviews should take place
- Provide administrative support to the performance management process
- Develop and maintain a staff training record of statutory training, e.g. fire safety, first aid etc.

Compliance

- Administer absence reporting and recording processes, ensuring that all absence is reported, recorded.
- Support on any required, follow up with the relevant line manager in accordance with the appropriate policies and procedures
- Provide administrative support to the probation process, ensuring accurate records are kept
- Support the coordination of the staff induction process

General HR Administration

- To maintain an accurate and up-to-date paper and electronic filing system for personnel records
- To complete a range of HR related paperwork
- To process staff changes and staff leaving documentation and support with the arrangement of exit interviews
- Undertake the administration for childcare vouchers

Other

- To work in collaboration with the COLAT Central HR team and TCAH administration team as appropriate.
- To cover for absent colleagues and undertake other duties commensurate with the grade. It is expected that you will work as part of the whole TCAH administration team providing support to the whole school.
- Uphold, follow and actively support the Trust's policies and procedures so that the funds available to the City of London Academies Trust are used properly, efficiently and effectively.
- Take personal responsibility for integrity, propriety and regularity in the management of public funds, and in the day-to-day operations of the organisation.
- Liaise with other departments and support staff over matters relating to Finance and whole-Trust issues.
- Attend staff meetings and training courses, conferences, seminars or other meetings as required by own training needs and the needs of the Trust.
- Ensure that confidentiality is maintained and in line with agreed City of London policies and protocols.
- Ensure that statutory responsibilities are maintained, e.g. Data Protection and Freedom of Information.
- The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

Safeguarding Children

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

City of London Academies Trust



Person Specification

Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

| | Essential | Desirable |
|--|-----------|-----------|
| Qualifications | | |
| Right to work in the UK | ✓ | |
| Maths and English GCSE Grade 4 or above (of equivalent | ✓ | |
| Working towards a CIPD Qualification | | ✓ |
| Experience | | |
| Experience of working in a busy administrative role | ✓ | |
| Ability to manage conflicting demands and competing priorities | | ✓ |
| Experience in a role that involved dealing with a variety of customers/stakeholders | ✓ | |
| Experience in HR | | ✓ |
| Knowledge | | |
| Good IT skills with knowledge of Microsoft Office Packages including Word, Outlook and Excel and G-Suite | ✓ | |
| Highly numerate - able to work confidently with figures | | ✓ |
| A good level of spoken and written English – ability to write clearly and concisely | ✓ | |
| Skills, Abilities and Personal Qualities | | |
| Strong administrative and organisational skills | ✓ | |
| Dependable, reliable and accountable for own behaviour | ✓ | |
| Conveys information clearly, accurately and adjusts to the audience's needs and requirements | ✓ | |

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| Ability to deliver results | ✓ | |
| Excellent verbal communication and interpersonal skills. In particular, an excellent phone manner | ✓ | |
| Good time management skills | ✓ | |
| Commitment to personal career development | ✓ | |
| Accuracy and attention to detail | ✓ | |
| Ability to work as part of a team | ✓ | |
| An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations | ✓ | |