



POST	ASSISTANT HR MANAGER
RESPONSIBLE TO	HR MANAGER
SALARY SCALE	Appointment will be made on the Sixth Form Colleges' Association Salary spine for Support staff, scale Point 15 to 19, currently £29,346 to £33,325 per annum.
HOURS	37 hours per week, full year – normally 08:00 to 16:00 Monday to Thursday and 08:00 to 15.30 on Friday, however, due to the nature of the role the post holder will need to work flexibly. Lieu time is arranged for time accrued outside of these times.
START DATE	This post will commence as soon as possible

Applications from all faiths are welcomed

Human Resources at Notre Dame

The College is seeking to appoint a well-qualified, able and professional individual with a hands-on approach to join our small dynamic team as Assistant HR Manager. Our teaching and support staff at Notre Dame are our greatest resource with a headcount of c230 all based on our one site. They are highly dedicated and relentless in their pursuit for each student to achieve and to be the best they can be.

We are committed to providing staff development which we know helps our staff feel valued and we want our talent to flourish. As role models, how we behave as staff is as important as what we do. At Notre Dame we are committed to the Framework for Ethical Leadership in Education, following its principles and virtues to underpin all we do. By prioritising ethical leadership and staff development, Notre Dame Catholic Sixth Form College not only enhances the well-being and capabilities of our staff but also strengthens our commitment to guiding and nurturing our students, ultimately leading to a thriving educational community, which has been further recognised through our college being continuously awarded as being outstanding since 2008.

You should have a track record of outstanding success and be committed to safeguarding, equality and diversity with a passion for establishing positive outcomes throughout the employee lifecycle and in line with our mission and ethos.

MAIN DUTIES & RESPONSIBILITIES

- To assist the HR Manager across all HR activities to provide a full HR service to the College.
- The post holder will be responsible for own workload; proactively ensuring processes and practices are adhered to.
- To deputise for the HR Manager as required.
- To assist the HR Manager with additional duties when reasonably requested and where necessary within the defined levels of responsibility and accountability of the role.
- To prepare paperwork for all stages of the recruitment process, including obtaining and checking references. This includes the oversight of the process where additional HR resource is used.
- To support the HR manager to ensure that interview processes run smoothly and the needs of candidates and panel members are met on interview days.
- To liaise with Principal to gather relevant information regarding offers of employment.

- To induct new starters who join throughout the year, ensuring Smartlog training has been completed and liaise with Head of PTE, Safeguarding and other core Support functions to ensure training in these areas are completed and accounts are set up.
- To follow up the return of new starter induction checklist and update on the staffing tracker when received.
- To under the direction of the HR Manager to update and have responsibility for timely communication to relevant support functions for all aspects related new starters, leavers and changes to maintain the accuracy of the Single Central Record and the HR Management System.
- To follow up outstanding actions promptly from the new starter personal file checklist.
- To prepare DBS applications with ID ready for HR Manager to approve.
- To ensure DBS Update Service are checked periodically every 2/3 month to keep up to date and follow up anyone who no longer subscribes so they can re-apply, including invigilators, contractors, homestay, volunteers, governors etc.
- To have responsibility for the staff probation reviews, ensuring timely completion and ensuring HR Manager is regularly updated.
- To manage the daily absence reporting and flag any sickness triggers to the HR Manager (via the running of absence reports and Return to Work forms) to enable timely support where possible.
- To engage in all quality assurance procedures and help prepare an annual self-assessment report.
- To assist the provision of reports to SLT, Governors and other stakeholders.
- To maintain up-to-date employee records including personal and employment details, holidays and absences.
- To process leaver's administration, via letter, payroll and ensuring leavers records are updated.
- To administer the online exit questionnaire and compile the key indicators from the feedback into an anonymised annual summary report.
- To record and report staff CEDAR requests for absence and seek advice where required for paid / unpaid leave of absence requests & communicate sensitively with member of staff.
- To manage the Sharepoint HR induction page – keep archive and live information up to date for new joiners, including revised termly staff list with update on any job title changes etc.
- To manage an up to date list of part time staff working days and ensure this is reviewed annually and with changes throughout the year.
- To provide an advisory service to line managers on Employer Relations cases.
- To process all payroll under the direction of the HR Manager.
- To maintain the colleges employee electronic files.
- To deliver induction training to new staff and staff training to staff when appropriate.
- To collaborate with the HR manager to write and post job advertisements and process incoming applications in a timely and efficient manner.
- To support the staff survey ensuring access accounts for new staff and leavers removed.
- To support the HR Manager with data reports when required and ensure that the information held on the HR Management System is accurate.
- To support the HR Manager with holiday cards and recording of annual leave.
- To conduct Welfare / First stage review meetings for sickness triggers in line with absence policy.
- To instigate Occupational Health and / or Employer Assistant Programme referrals where applicable and follow up on any actions to review progress.

- To liaise with agencies as required for bookings and progress timesheets of agency workers, ensuring the relevant managers are kept up-to-date.
- To administer offer letters, contracts of employment, contract variations and other associated contractual documents for the HR Manager to approve.
- To prepare staff changes letters for HR Manager review.
- To conduct meetings with family friendly processes, ensuring necessary paperwork is completed and processed through the current family leave team / payroll.
- To provide general administrative support.
- To support the HR Manager in the implementation of policies and procedures related to the HR department, reviewing these as required and responding to employer relations advice and guidance.
- Be an excellent ambassador for the college, being professional, courteous and efficient with all visitors and colleagues at all times.
- To follow the Framework for Ethical Leadership in Education in all HR activity in the college

Other:

- To have regard to the principles and values expressed in the College's Mission Statement.
- To demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with College policy.
- To have full regard for the College's Equality and Diversity and Health and Safety requirements.
- To ensure all processes are in line with the General Data Protection Regulations.
- To assist cross-college where appropriate, for example invigilation.
- To attend meetings in accordance with the College meetings' schedule.
- Be aware of and adhere to all College policies and procedures.
- To take responsibility for continuing personal and professional development and to keep abreast of marketing initiatives in order to facilitate all aspects of the post.
- To participate in appraisal arrangements, as and when required.
- To take part in the College Open Events and College enrolment.
- Provide the highest quality customer service.
- To perform such other duties as assigned by the Principal which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

PERSONAL AND PROFESSIONAL REQUIREMENTS (PERSON SPECIFICATION)

Referees will be asked specifically to comment on the attributes below.

The ability to meet the person specification will be verified by the application, interview, task, certificates and references as appropriate.

PERSONAL AND PROFESSIONAL REQUIREMENTS

Method of Assessment

A = Application I = Interview T = Task C = Certificate/s R = References.

Essential	Method of Assessment
Display the values, attitudes and behaviour consistent with the Catholic mission and Ethos of the College	A, I, R, C, T
CIPD Level 5 or studying towards	A, I, R, C, T
GCSE grade 4 or above/ or equivalent in English Language and Maths	A, I, R, C
Experience of HR or other Office Administration in a fast paced HR team	A, I, R

Organised, methodical and accurate approach to work	A, I, R
Work to high levels of confidentiality and professionalism	A, I, R
Excellent interpersonal/communication skills	A, I, R
Ability to communicate effectively and develop effective relationships with staff, external agencies/employers etc.	A, I, R
Ability to empathise and maintain positive relationships with staff	A, I, R
Excellent attendance and punctuality record	A, R
Ability to work on own initiative and organise own workload	A, I, R
Have a high level of organisational and administrative skills with an ability to prioritise workloads and meet deadlines	A, I, R, T
Ability to analyse and produce comprehensive statistical data	A, I, R, T
Excellent decision-making skills in line with mission and ethos of the College	A, I, R
Experience of working with information technology applications especially Microsoft Word (including mail merge) and Excel.	A, I, R
Excellent time management skills and experience of managing multiple tasks	A, R
Able to work to tight deadlines	A, I, R
Flexible approach and positive attitude to work	A, I, R
Ability to adapt to meet the challenges of rapid change	A, I, R
Able to demonstrate successful experience of use own initiative to organise own workload	A, I, R, T
Have an ability to set and achieve high standards for themselves, colleagues and students	A, I, R, T
Approachable and flexible manner with a positive 'can-do' approach and positive attitude to work	A, I, R
Ability to remain calm under pressure	A, I, R, T
Have a sense of humour, be able to keep issues in perspective, celebrate success and address under productivity.	A, I, R, T
Commitment to participating in CPD	A, I, R
Assist for the Catholic ethos of the College	A, I
Commitment to Safeguarding and promoting the welfare of young people. (All appointments are subject to satisfactory Disclosure and Barring Service check)	A, I

Desirable

Driving licence	A
Experience of working in a 11-19 educational establishment	A, I, R

COMPLETING YOUR APPLICATION FORM

To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae).** It is vital that you fill in the form as fully and accurately as possible.

At the initial shortlisting stage we will pay particular attention to how well your experience and skills fit **the criteria of the Person Specification and you should address each of these clearly in your application.**

The College is committed to Safeguarding and promotes the welfare of young people and expects all staff, students and volunteers to share this commitment.

In promoting equality we welcome applications from all sections of the community.

This post is subject to an enhanced Disclosure and Barring Service check under the Protection of Children and Young Persons procedures. The post is also subject to a satisfactory Social Media check. If you are selected for interview, you will be required to consent to the necessary enquiries

being made. Further information regarding our safeguarding practices, including our Safeguarding Policy can be found on our [website](#).

Completed applications should be returned via the TES Portal.

Closing date: 9am on Monday 09 December 2024.

It is intended that interviews will take place on Friday 13 December 2024.

Applicants who have not been contacted within four weeks of the closing date should assume that, on this occasion, their application has been unsuccessful.

Thank you for your enquiry and interest in this post.

About Notre Dame Catholic Sixth Form College

Notre Dame Catholic Sixth Form College is one of the top sixth form colleges in the country with a historical track record of success. We are extremely proud of all our students' achievements, especially the individual progression that they each make in their time with us. The success is built upon teamwork between staff and students. Our staff are passionate about working with young people and always go the extra mile to provide guidance and Assist to help them succeed.

We are in a prime central location adjacent to Leeds University, within walking distance of the city centre with good transport connections to the rail/bus stations, uniquely situated down a tree lined avenue which provides a peaceful almost non-urban setting. Parking on site is provided.

Our core activity is to provide education for students aged 16-19, offering a range of A Level and BTEC courses, at both level 2 and 3. We are a highly successful college of approximately 2400 full time 16-18 year olds and oversubscribed each year. Student destinations are excellent, with circa 80% progressing to University, a significant number achieving Russell Group and Oxbridge places, and with an increasing number of students opting for apprenticeships. Students study in a purposeful and diverse environment with a strong focus on respect in which every learner genuinely does matter.

An Outstanding College

We are very proud our recent Ofsted inspection has again graded the College for all areas as **Outstanding** demonstrating a sustained track record of outstanding both academically and pastorally. Our results at A level and BTEC/CTEC as measured by ALPs are consistently outstanding, which puts Notre Dame Catholic Sixth Form College one of the top Sixth Form Colleges in the country. There is a culture of high expectations and rigorous quality improvement in all areas with students continuously achieving well above their target grades and making a positive contribution to the College and its wider community. Student attendance and behaviour are exemplary, illustrating that the Catholic mission and ethos of the College is lived out at all levels.

Our Community

Notre Dame offers Catholic students from Leeds and surrounding towns and districts an excellent opportunity to continue their education in an environment that lives by its mission to build a community based on faith and trust. The College has a high proportion of students from disadvantaged areas (the College is in the lowest quartile of providers nationally in terms of disadvantage). Students are Assisted in their personal, academic and spiritual needs. Although the majority of the students are from Catholic backgrounds, the College welcomes students of other faiths and celebrates the diversity of the student population.

Links with the Catholic and local high schools are very strong. The Principal meets regularly with Head Teachers to discuss and share a wide range of curriculum, pastoral and strategic issues. Relationship with the Diocese of Leeds are maintained through the foundation governors. The College has outstanding links with both the local and wider community. The curriculum departments also contribute widely to the links with local community groups, employers, charities and local primary schools.

Notre Dame has an extensive range of enhancement and enrichment activities, involving many team sports, drama and overseas visits. There is a first-class programme of student Assist and a very active Chaplaincy group.

As a Catholic Sixth Form College we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

Staff at Notre Dame Catholic College

Notre Dame Catholic College has achieved all of its success through the hard work, skills and commitment of all staff. We seek to work with an inclusive and transparent style of management, which is open, consultative and encourages all staff to participate in the leadership and management of the College. The development of staff skills is a priority for the College and teams are encouraged to innovate and continuously improve Notre Dame's curricular and pastoral offer to its students.

A core focus on **Staff wellbeing** is key to our success, the college provides numerous initiatives throughout the year to Assist wellbeing and everything we do is underpinned by the Framework for Ethical Leadership in Education.

What our staff say about Notre Dame Catholic College

Teacher of Law

'I have worked here for 13 years because it is a college which cares about the students both academically and pastorally and which allows them to achieve their potential.'

Head of Department

'Working at Notre Dame was the best career decision I could have made. Since my first day I have always felt Assisted, challenged but above all empowered to teach my subject the way I want to teach it.'

Course Leader

'I am new to the College and I have found everyone to be so Assistive and helpful. There is an air of kindness and I am trusted to do my best for our students. Everyone is in it together to work, succeed and grow.'

Teacher of Health and Social Care

'I have been here for nearly 9 years and cannot believe how fast time has flown. I absolutely love it here, the great students, the wonderful staff who are genuinely so caring and the feeling of being part of such a 'tight' family. We all do work hard, but I don't mind as I feel valued and appreciated. Even though I am Sikh, I have always felt a strong sense of connection within this Catholic college allowing me to develop strong friendships. I honestly believe that my time at Notre Dame has enabled me to be the best possible version of myself as a professional and as a person.'



Notre Dame
CATHOLIC SIXTH FORM COLLEGE

WHAT OUR STUDENTS SAY ABOUT US



Name: Oliver Coates

School: Garforth Academy

Programme of study: Drama and Theatre, Law and Maths

University: Italia Conti Academy of Theatre Arts - Musical Theatre

What did you like most about Notre Dame?: "Notre Dame's staff are incredibly helpful, especially the maths department. The college is a really friendly environment where making friends is so easy".



Name: Charlotte Campbell

School: Gateways School

Programme of study: Maths, Further Maths, Computer Science and Photography

University: University of Bristol - Mathematics

What did you like most about Notre Dame?: "I enjoy the location of Notre Dame because it is conveniently close to the city centre. I also enjoy the independence and support we receive at College".



Name: Naomi Durkin

School: St Bede's and St Joseph's Catholic College

Programme of study: A-Level Business, Computer Science and Maths

University: University Of Nottingham - Computer Science

What did you like most about Notre Dame?: "I feel supported by the Notre Dame Community. It's a great place to study and be a student. The pastoral team are always there for you."