

## HR Assistant – Mossley Hollins High School

### Candidate Information Pack



**Great schools in which to learn, teach and belong.**

## Welcome from the Headteacher

**Dear Candidate,**

I am delighted that you are interested in becoming our new HR Assistant. The role brings with it, so many exciting opportunities both within our school and beyond.

Our school sits as a co-founding associate member of our Multi Academy Trust (MAT) which is a sponsored Trust (sponsored by Tameside College and Clarendon Sixth Form, in Greater Manchester) and currently has one secondary school and an Associate Member secondary school (soon to become a full member), and currently supports over 1800 students and 192 staff, 106 of whom are teachers. Very soon it is likely to be joined by another large local secondary school. As the co-creator of our Trust, Mossley Hollins and the senior team within it, have a very strong say in the leadership and direction of the school and the Trust.

Although the school has been open since 1961, it has only been housed in our wonderful 'new' building since 2010: a building that was designed by our staff and students, with an excellent architect, to meet our needs, plans and vision. Mossley Hollins High School was recently inspected by Ofsted and judged as 'Good' in all areas. This is an exciting time for the school as the team builds on the many strengths highlighted within the report. We are committed to ensuring that our students, staff, parents and our community benefit from all the school has to offer.

Within our school and Trust we have talented and dedicated teaching and support staff who are ambitious for our children and for the children in our partner schools. The school and Trust have in place an innovative and well-researched Talent Management Strategy that sits in our Teaching and Curriculum Institute and from which springs our exciting Professional Development Pathway which provides career-long training, development and support for teachers, support staff and leaders.

Candidates are welcome to visit our school for a tour prior to application and we wish you all the best in your application.



**Andrea Din**  
Headteacher

## The Trust Schools



### Mossley Hollins High School

Mossley Hollins High School is an 11-16 Co-Educational School in Tameside, Greater Manchester. It is currently rated 'Good' by Ofsted (2023) and hosts 883 students, 50.5 FTE teachers and 27.7 FTE support staff. One reason it has fewer support staff than the academy is that it is a PFI school, where facilities management and catering services are operated by the PFI provider. The school is over-subscribed, has an impressive modern building and is in a healthy financial position.

[www.mossleyhollins.com](http://www.mossleyhollins.com)



### Droylsden Academy

Droylsden Academy is an 11-16 Co-Educational School in Tameside, Greater Manchester. It is currently rated 'Good' by Ofsted (2022) and hosts 932 students, 55.5 FTE teachers and 58.5 FTE support staff. The school is over-subscribed, has an impressive modern building and is in a very strong financial position.

[www.droylsdenacademy.com](http://www.droylsdenacademy.com)

## Application Procedure

For a confidential discussion on current vacancies please contact the HR Team at [hr@mossleyhollins.com](mailto:hr@mossleyhollins.com)

To apply for the role please complete the Support Staff Application Form, which is available for download from our Website [www.tret.org.uk/vacancies/mossley-hollins-vacancies/](http://www.tret.org.uk/vacancies/mossley-hollins-vacancies/) and return it to [hr@mossleyhollins.com](mailto:hr@mossleyhollins.com)

**In compliance with Safer Recruitment Guidelines, CVs will not be accepted.**

Advertised: **Friday 23<sup>rd</sup> June 2023**

Closing date for Applications: **Friday 7<sup>th</sup> July 2023 (8.00am)**

Interview Date: **Tuesday 11<sup>th</sup> July 2023**

*Shortlisted candidates will be contacted with details of the interview process. If you have not heard from us within 2 days of the closing date, please assume your application, on this occasion has been unsuccessful.*

### Safer Recruitment

Tame River Educational Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process which includes assessing candidates' suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure.

### Equal Opportunities

The Tame River Educational Trust believes that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in our schools have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation, religion or belief.

**The schools within the Tame River Educational Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

## Job Description

<p><b>The Tame River Educational Trust and Mossley Hollins High School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b></p>	
<b>Job Title:</b>	HR Assistant
<b>Reporting to:</b>	HR Manager
<b>Hours &amp; Salary</b>	The normal working hours shall be 30 hours a week, term time only, and such additional hours as are necessary for the proper performance of the duties required of this role. The salary for this position will be paid on the NJC Scale D point 7 – 10, £22,369 - £23,620, actual salary £15,950.96 - £16,843.03
<b>Role Overview</b>	<p>To provide operational and general administrative support to the HR Manager.</p> <p>This job description is written at a specific time and is subject to change as the demands of the school and the role develops. The role requires flexibility and adaptability and employees of the school need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.</p>
<b>Child Protection and Safeguarding:</b>	The Tame River Educational Trust and Mossley Hollins High School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Child Protection and Safeguarding Policies, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.
<b>Main duties and responsibilities:</b>	<ol style="list-style-type: none"> <li>1. To assist in recording and monitoring all staff absence to ensure sickness is properly recorded and ensure any follow up calls are made</li> <li>2. Support the HR Manager in arranging attendance meetings and preparing relevant attendance reports and paperwork</li> <li>3. Administer the teaching staff cover (including the duty rota cover) on a daily basis to ensure that the teaching &amp; learning experience for our pupils continues at a high level in the absence of their normal teacher</li> <li>4. Receive and process forthcoming requests for personal absence and professional development in a timely manner to ensure that adequate, effective cover is in place</li> </ol>

	<ol style="list-style-type: none"> <li>5. Ensure that internal cover staff are deployed effectively throughout the school to undertake internal cover</li> <li>6. Liaise with supply agencies as required to ensure supply teachers are booked and on the system with the relevant safeguarding checks in place, prior to the booking date</li> <li>7. Ensure that supply staff receive the necessary induction documents and processes</li> <li>8. Administer and communicate curriculum re-timetables as a result of school events</li> <li>9. Assist in carrying out Return to Work interviews, making welfare calls as necessary</li> <li>10. To assist in recruitment; including but not limited to arranging advertising, collating applications, requesting references, preparing interview packs, making site specific arrangements (catering, room bookings etc), coordinating interview days etc.</li> <li>11. Ensuring new staff are set up on the system, liaising with IT and Site for equipment, etc</li> <li>12. Carry out new starter checks as required to ensure compliance with the Trust's Safer Recruitment obligations</li> <li>13. Assist in the coordination of Induction Days</li> <li>14. Ensure all paperwork for probationary reviews is sent to the reviewer at regular intervals, as set out in the policy, ensuring any concerns are flagged to the HR Manager, or Director of HR.</li> <li>15. Ensure any leavers are removed from databases and systems and IT are aware that a member of staff has left</li> <li>16. Assist in the administration of the staff appraisal process</li> <li>17. Provide any paperwork/reports to the HR Manager as requested</li> <li>18. Ensure paperwork is filed appropriately, in a timely manner</li> <li>19. To undertake any other duties that might be reasonably requested, by the Headteachers, Director of HR, HR Manager, or any other member of the leadership team. Any request will correspond with the general character of the post and are commensurate with the level of responsibility</li> <li>20. Provide administration support to the HR Manager in line with the school's Quality Assurance (Faculty Development Cycle - FDC) procedure</li> <li>21. With the DHT and Middle Leader (Teaching, Learning and Talent) support the school's ITT (Schools' Direct, Teach First PGDE and PGCE) and ECF programme, including recruitment, general administration and weekly communications</li> <li>22. To attend Open Evenings and other school events, outside of the normal school day, and to play an active part in the school community</li> </ol>
<p><b>Health and Safety:</b></p>	<p>The post holder must, at all times, work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LEA's policies and procedures.</p> <p>Mossley Hollins High School a non-smoking site.</p>

<b>General:</b>	This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in the school's appraisal programme and to participate in appropriate staff training and development activities.
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## Person Specification

	Essential	Desirable	Method of assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Educated at least to GCSE or equivalent level, passes in Maths and English are essential</li> <li>Willingness and ability to undertake further training if required for development in the post</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of continuous professional development and training</li> </ul>	<ul style="list-style-type: none"> <li>Production of the Applicant's original certificates</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experienced in administrative work</li> <li>Proven track record of successful support to senior management teams</li> <li>Fully proficient in the use of Microsoft Office packages</li> <li>Experience of operating in a discreet and confidential environment</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within a school</li> <li>Good knowledge of School IT Systems</li> </ul>	<ul style="list-style-type: none"> <li>Contents of the application form.</li> <li>Interview</li> <li>Professional references</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Excellent organisational and time management skills</li> <li>Excellent attention to detail and accuracy</li> <li>Excellent communication skills, both confident and articulate in conveying a message</li> <li>Good telephone manner in dealing with a range of callers</li> <li>Excellent relationship builder- can build credibility and rapport with people at all levels, both within and outside of the School. Ability to establish positive relationships with teaching and non-</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of HR functions</li> </ul>	<ul style="list-style-type: none"> <li>Contents of the application form</li> <li>Interview</li> <li>Professional references</li> </ul>

	<p>teaching staff, pupils and external stakeholders</p> <ul style="list-style-type: none"> <li>• Ability to manage multiple tasks and deadlines</li> <li>• Work flexibly and constructively as part of a team, understanding school roles and responsibilities</li> </ul>		
<p><b>Personal competencies and qualities</b></p>	<ul style="list-style-type: none"> <li>• <b>Interpersonal skills.</b> Outstanding ‘people’ skills Demonstrable ability to listen, be inquisitive, build rapport and communicate persuasively with people of different backgrounds</li> <li>• <b>Communication.</b> Ability to write and speak messages that are clear, accurate, convincing, and inspiring. An appreciation of how to use different media to best effect with different audiences. Ability to speak confidently in public at individual or group level</li> <li>• <b>Creativity.</b> The ability to adapt to new situations and address problems from new perspectives</li> <li>• <b>Reliability.</b> Attention to detail, deadlines, and budgets; persistence in following through multiple extended projects. Discretion when dealing with parents or sensitive information</li> <li>• <b>IT awareness.</b> Competence in standard office software including advanced Excel skills.</li> <li>• <b>Willingness.</b> To attend Open Days and other School events, to play an active part in the school community</li> </ul>		<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>