



Human Resources Assistant

Langford Village Academy



CONTENTS

- 1 Introduction
- 2 BEST Vision, Values and Beliefs
- 3 Job Description
- 4 Person Specification
- 5 How to Apply
- 6 Useful links



Dear Colleague,

Welcome to BEST and thank you for expressing an interest in our current vacancy.

Working at Langford Village Academy is an unprecedented opportunity to be involved in a genuinely exciting and innovative growth programme and have real influence and input into shaping the future development and success of this creative and rural community school.

You will join a happy and highly motivated staff team who are supportive, professional and genuinely passionate about the school. Our Senior Leadership Team treat staff as grown-up professionals who are greatly valued and supported in every way we can.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role. However, if you would like any further information, please contact Sam Huckle, shuckle@bestacademies.org.uk

We look forward to meeting you.

Yours sincerely

Debbie Randall
Principal

Amazing things happen here!



BEST VISION, VALUES & BELIEFS

BEST Vision Statement

To grow the BEST in everyone

We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be'.

BEST Values

We will:

Always put Children first

Our reference point question is 'how will this improve outcomes for children and enable them to go on and succeed in life?'

Collaborate to support and compete to challenge

Our schools work together to add value and compete to continually improve

Provide community based provision

Our schools form a coherent learning community at the heart of the Bedfordshire community

BEST Beliefs

We will:

Deliver BEST outcomes

Outcomes will be in the top 20% nationally

Provide BEST opportunities

An extensive range of opportunities beyond the classroom will be provided to develop the whole person

Nurture talent

Our responsibility is to invest in our people and bring out the BEST in everyone

Operate a high autonomy, high accountability culture

Professionals will lead our system and take responsibility to continually raise standards

Lead through service

Leaders and followers will work together with mutual respect and shared responsibility



JOB DESCRIPTION

HR Assistant

JOB TITLE:	HR Assistant
RESPONSIBLE TO:	Principal
GRADE:	NJC Scale 3A Pts 5-7 (£1,321 - £1,374pa)
HOURS:	3 hours per week term time only

ABOUT BEST:

Bedfordshire Schools Trust (BEST) comprises seven flourishing academies delivering first choice education, from Early Years to Advanced Level study. Our vision is 'to grow the BEST in everyone.' We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be.' Our schools work together to add value and compete to continually improve.

PURPOSE OF ROLE:

To maintain accurate HR staff/volunteer/Governor records for Langford Village Academy and process all staff changes in a timely fashion. To ensure that the recruitment process at the Academy for both teaching and support staff runs efficiently and all candidates are left with a positive image of BEST, its staff and its recruitment process. To be responsible for the recording of staff absence on internal and external systems and produce/advise SLT on sickness absence triggers.

DUTIES AND RESPONSIBILITIES:

HR Administration

1. To give basic advice on terms and conditions of employment, and the Staff Handbook, seeking further clarification on more complex enquiries as appropriate
2. To process and accurately maintain manual and computerised HR record systems, including annual leave records for full-time staff and any special leave records for all staff.
3. To ensure all new staff are provided with the relevant forms and information they require in order to facilitate payroll / HR processing and that they are given guidance to key information and policies to aid their induction.
4. To coordinate and own responsibility for the Single Central Record and ensure that this is compliant with DfE regulations.
5. To create, maintain and update staff personnel records – ensuring compliance with data retention policies and disposing of unnecessary information in a secure manner
6. To ensure compliance with and application of the academy's requirements with regard to data equality and diversity and health and safety, including demonstrating respect for others, fair and impartial behaviour in dealing with all people, and maintaining a healthy and safe environment by taking reasonable care of their own health and safety and that of other persons.



Payroll

1. To oversee the authorisation, administration and processing of the monthly payroll changes
2. To ensure the collection of pay related information ready for input to the monthly payroll.
3. To process training expenses/travel forms and time sheets.

Recruitment

1. To deal with enquiries from potential applicants and issue application packs.
2. To organise interviews as required. Including collating interview packs and administering selection tasks.
3. To arrange for pre-employment checks to be carried out. ie references, medical and DBS clearances, right to work in UK and qualification checking.
4. To prepare letters of appointments and associated documentation and action staff changes.
5. To work with all local and bought-in HR contacts to ensure accuracy, consistency and prompt issue of staff contracts of employment.

Note

- Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from the BEST Principals to undertake work of a similar level that is not specified in this job description



PERSON SPECIFICATION

HR Assistant

Attributes	Essential	Preferred
Education / Qualifications	<ul style="list-style-type: none"> Educated to GCSE level (or equivalent) with English and Maths at A*-C 	
Professional Experience	<ul style="list-style-type: none"> Proven H R administrative experience in a busy office environment. 	<ul style="list-style-type: none"> Previous experience of working in an educational setting
Professional Skills & Knowledge	<ul style="list-style-type: none"> Good standard of numeracy and IT skills including up to date working knowledge of MS Office - Word and Excel Good written communication skills. Ability to maintain confidentiality at all times Ability to take on responsibility and work with autonomy within set boundaries. Good organisation and time management skills plus the ability to complete task with a high degree of accuracy. 	<ul style="list-style-type: none"> SIMS (Schools Information Management System).
Personal Qualities	<ul style="list-style-type: none"> A commitment to equality principles and practices Willingness to be flexible Willingness to undertake further training Ability to work on own initiative and to work effectively as a member of a team 	
Other	<ul style="list-style-type: none"> Knowledge of relevant safeguarding/child protection legislation and best practice. Values and respects the views and needs of children and young people. Appropriate DBS clearance (before post is taken up) 	

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance.



HOW TO APPLY

We use an application form, rather than asking for CVs for most vacancies. The application form ensures that all applicants present their information in the same standardised format and tell us only what we need to know.

Applications may be made online via the Trust website www.bestacademies.org.uk/join-us or if you prefer a Word Application Form may be downloaded from the website and emailed to HR@bestacademies.org.uk

PLEASE NOTE: The online application form cannot be saved until it is submitted. You are advised to preview the application form and prepare your answers offline before copying into the online form.

All applications must be received by the closing date of:

Closing date: Monday 14th October 2019

Interviews: Wednesday 16th October 2019

Please remember to include contact details for three referees and complete the equal opportunities monitoring form.

We are committed to the safeguarding and promotion of children's welfare and all offers of employment are subject to DBS clearance and satisfactory references.

If you have any questions about the application process then please contact Sam Huckle – shuckle@bestacademies.org.uk or Linda Howley - 01462 629000.

If you would like an informal chat about this role please call Debbie Randall on 01462 629000

We look forward to receiving your application.

HR Team
Bedfordshire Schools Trust
BEST House
Shefford Road
Clifton
SG17 5QS



USEFUL LINKS



www.bestacademies.org.uk



www.gravenhurstlower.org.uk



www.gothicmede.org.uk



www.etonbury.org.uk



www.langfordvillageacademy.org.uk



www.pixbrookacademy.co.uk



www.robertbloomfield.beds.sch.uk



www.samuelwhitbread.org.uk



www.stchristophersacademy.org



www.bedsscitt.org.uk



www.bestnurseries.co.uk



www.bestteachingschool.org.uk