



# RECRUITMENT PACK

**Together we Belong, Believe, Become**

# WELCOME FROM THE CEO

Dear Applicant

Thank you for taking an interest in Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'. As a community of schools, we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued. As a result of our newly founded values, we strive to ensure that students receive an incredibly high standard of academic and pastoral care to enable them to leave school with the very best platform for their future. The schools within Ascend Learning Trust are a family, and as such they support each other to continuously improve, providing strength to each other.

As a mother of 3 school age children at both primary and secondary level, I know how important young people's school experience is and it is a privilege to lead an organisation whose purpose it is to support this. As the newly appointed CEO of Ascend Learning Trust (from September 2023) I am fully committed, along with all of our staff to ensuring that each child's education is the very best that it can be.

This pack will give you details of the job description and list the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria.



## References

We will require two satisfactory references before a job offer is confirmed; one of which must be your Line Manager/ Headteacher in your present or most recent employment.

Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment. Further information about the Ascend Learning Trust and the Academies within it, is available on our website [info@ascendlearningtrust.org.uk](mailto:info@ascendlearningtrust.org.uk) We hope you will feel inspired to apply to work within the Trust.

Yours sincerely

Jane Coley  
Ascend Learning Trust CEO

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# JOB DESCRIPTION

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge, and abilities required to do the job.

The criteria listed within the job description detail the areas which will be assessed at both application and interview. It is important that you identify the competencies, experience, qualifications, knowledge, and abilities that will be assessed by application form, as you will need to provide evidence that you meet the criteria.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the Trust brand style.
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, whistleblowing, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Trust Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the Trust and beyond.
- Represent the Trust at events as appropriate and as directed by the Chief Executive Officer.
- Support and promote the Trust ethos, vision, and values.

## **Key Accountabilities:**

- To provide a full range of HR Administration and employee support and guidance for Ascend Learning Trust.
- To guarantee accurate and timely administration and guidance to schools in the Trust on areas such as pay, terms and conditions and employment legislation
- To build strong working relationships with schools and act as a single HR point of contact, driving the Trust forward
- To advise on and assist with the implementation HR policies effectively within the schools, such as working practices, recruitment, absence management, accurate pay, Equality & Diversity (E&D) and terms and conditions of employment.
- To guarantee accurate and timely advice and guidance to schools in the Trust on policies and procedures, including, pay, terms and conditions and employment legislation
- To promote equality and diversity within the schools and ensure consistency across the Trust
- To support the Head of HR with actively implementing the HR objectives as signed off by the Trust
- To advise on the required response to statutory changes in workplace legislation and ensure policies and processes reflect the changes and are up to date
- To ensure staff well-being is maintained through an active support role with a view to minimising both authorised and unauthorised absence
- Oversee the smooth running of our recruitment procedures, in line with 'Safer Recruitment' processes. This includes preparing/ supporting on advertisements, job descriptions, setting up interview panels with candidates and governors and overseeing the administration duties of these processes, where appropriate
- To support the schools with recruitment needs demonstrating discretion and confidentiality at all times
- To maintain manual and computerised records to assist with accurate payroll administration from the HR department and produce reports and analysis when required
- To oversee the process for 'new starters' in the Trust, this includes ensuring all information is obtained and accurate before processing, using the appropriate computerised systems to ensure the HR systems are reflective of exact data on each member of staff
- Oversee the process of issuing all new staff information/ induction packs, ensuring all relevant paperwork is signed and filed correctly
- To ensure Contracts of Employment and associated amendments to contracts are processed in accordance with statutory timescales and department processes, raising any concerns to the Head of HR, if required
- To assist in formal capability, grievance, absence review and disciplinary meetings
- To be responsible for administering and issuing staff leavers with Exit Questionnaires and providing them with an opportunity to discuss their departure face-to-face
- Informing members of staff of their employment rights and entitlements and keeping them up to date on any changes that are made
- To proactively ensure your employment law knowledge and practice is up to date at all times, advising accordingly on the changes
- To undertake any other responsibilities as reasonably requested by Trust HR Manager

## **Person Specification**

Criteria which will be measured at application and at any subsequent interview:

### **Qualifications**

- Educated to level 2
- GCSE Maths and English
- CIPD part qualified or willingness to complete level 3 (training can be provided)

### **Personal Qualities**

- Always maintain confidentiality
- Good interpersonal skills, the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations, as well as make people feel positive and included.
- The capacity to remain calm and to cope with the unexpected
- Excellent time keeping and attention to detail
- Committed and enthusiastic
- Confident, positive and flexible attitude
- Positive mindset

### **Essential Experience**

- Previous experience in a similar environment to be able to understand the importance of compliance and especially safeguarding in schools and willing to undertake ALT Safeguarding and GDPR training
- Extensive knowledge of all areas of Microsoft Office and use of other MIS systems
- Experience of minute taking
- To work without supervision and within strict timescales Excellent time management and organizational skills

### **Desirable experience**

- Previous experience working in a school environment
- Experience of offering support and guidance to others
- You will have a good working knowledge of UK employment law and HR practices and an understanding of how they impact HR administration.

# Ascend Learning Trust

**Welcome to Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'.**

As a community of schools we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued.

## **Compassion**

To always show kindness, inclusivity and empathy to each other and to encourage others to behave this way. To care for those around you and to consider the needs of all.

## **Aspiration**

To 'dream big' and to set your goals with no limits. You work hard towards your goals and follow your dreams and always believe that anything is possible.

## **Respect**

To treat everyone as you would always wish to be treated in both words and actions. This means listening to others, appreciating differences, showing kindness and always being considerate.

## **Dedication**

Always try your very best to commit to and achieve all of your goals and never give up even when things are tough. Face challenges courageously and keep focused on your goals.

## **Integrity**

Holding true to what you believe in and act in a way that shows this. Always be honest and if you are in the wrong accept feedback and apologise.

Our vision at Ascend Learning Trust is to create a sense of belonging for everyone. All our young people receive a holistic world-class education regardless of where they come from or their life challenges. They will leave their Ascend community with outcomes that open doors to a fulfilling and successful future.



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# HOW TO APPLY

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Please note CVs will not be accepted. You must complete the application in full giving details of all employment, training, and gaps in employment since leaving school.

Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications is it not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

If you would like to arrange a visit to the school, or for more information about applying, please contact the recruitment team on 01793 781485.



Applications should be submitted directly via MyNewTerm, you can access our careers page using the following link:

**[Ascend Learning Trust MyNewTerm](#)**

