

**Candidate Pack**

# **Human Resources Assistant (Central)**



# Bright Futures



Bright Futures Educational Trust (The Trust) is a multi-academy trust set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: the best for everyone, the best from everyone. We are an organisation that is underpinned by values of: community, integrity, and passion. In everything we do, we remember that we are accountable to the children, families, and communities that we serve.

Leadership



Integrity



Passion



Community



Equality



Resilience



Our schools have their own identities, form one organisation and have one employer, Bright Futures Educational Trust. Bright Futures' Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive Team, Principals and local governing bodies. We place a high value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Team on our website: [About Us - Bright Futures Educational Trust \(bright-futures.co.uk\)](http://bright-futures.co.uk)

The Central Team includes the Executive Team: Lisa Fathers, CEO (Interim); Anna Sharpley, Chief Finance & Operations Officer; Sarah Schollar, Director of Education (Interim) and Jayne Carmichael, Director of Professional Development.

The focus of these roles is to work with schools, providing high quality and timely guidance, leadership, challenge, and support. In addition to the Executive Team, we have central operations for finance, communications and marketing, HR, educational psychology, and digital technologies. Please see our website brochure which explains our central operations: [Why-Join-Bright-Futures](http://Why-Join-Bright-Futures)

# Professional Development Institute

Bright Futures Professional Development Institute is another important outward facing component of our organisation.

Underneath this umbrella we have several hubs. Bright Futures Training which provides school improvement services and CPD to over 700 schools, a North West Maths' Hub NW1 Maths Hub, providing mathematics training and coaching to 500 schools, and a SCITT (School Centred Initial Teacher Training) Bright Futures SCITT, which is the largest in the North West. Within the Development Institute, Bright Futures also has two Teaching School Hubs, serving Manchester, Stockport, Salford, and Trafford. Bright Futures Send Outreach is another service which we provide across the North West. We have also been designated as an Early Years Stronger Practice Hub to work across the North West as the Bright Futures Early Years Hub.



Collaboration and strong relationships form one of the 'commitments' in our Strategy and all components of the Bright Futures' family work closely together. Our Strategy was developed collaboratively and can be found on our website: Our Strategy.

# Why work for us?

We offer a great opportunity to join an organisation which really lives its values. Our working environment is very inclusive and whilst you can expect to be challenged in your role, you will be supported through professional learning, and treated fairly and with dignity and respect. Please see the Equality, Diversity, and Inclusion statement on our website.

## Terms and Conditions

Salary	Bright Futures Grade 4 - Point 7 to 11 (£26,403 - £28,142)
Holidays	26 days plus bank holidays, rising to 31 days plus bank holidays after 5 years service.
Contract	Permanent, 36.25 hours per week and working all year round
Pension	Local Government Pension Scheme
Location	Based at our Central Office 'The Hub'. Bright Futures Educational Trust, 144 Irlam Road, Flixton M41 6NA Flexible Working Opportunities
Other	We offer salary sacrifice schemes for purchasing bikes used for travel to work and technology for personal use, through monthly interest free salary deductions. We also offer opportunities for professional development.



# A Great Place to Lead

**At Bright Futures we offer endless opportunities to lead:**

- Leadership coaching
- National Professional Qualifications (NPQ) and Early Career Framework (ECF) facilitation
- System leaders e.g., National Leaders of Education (NLEs)/Specialist Leaders of Education (SLEs)
- Involvement with school-to-school reviews
- Mentoring Early Career Teachers and trainee teachers
- Networks



# How to apply

We can only accept completed application forms, rather than CVs. This is because the regulatory guidelines of Keeping Children Safe in Education (2021), require us to check various details of job applicants and an identical application format for each candidate enables us to do this. We use a process that does not identify personal characteristics to the shortlisting panel. This is part of our commitment to equality and diversity.

**NO AGENCIES PLEASE.**

Our application form is available online, along with the disclosure of criminal background form. The portal link is: <https://mynewterm.com/trust/Bright-Futures-Educational-Trust/2437>

Alternatively, you can click Apply Now on this role via the current vacancies page of our website.

**Closing Date: Sunday 1 March 2026**

You will be notified after the closing date whether you have been shortlisted.

## Keeping Children Safe in Education

Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

## Data Privacy

You can read the details of how we use the personal data that you provide us with in our Job Applicants' privacy notice on our website: [Applicant Privacy Notice](#).

# Job Description

## Human Resources Assistant

The post holder will form part of the People team in the Trust. The post will be based from our central office in Flixton with home working. The role holder may be expected to work from our other schools on a regular basis too. Costs will be reimbursed as in accordance with the Trust's Travel and expenses policy. A driving licence and access to a car will be necessary.

### HR & Payroll administration

- Maintain compliant HR staff files ensuring compliance with data management processes, managing the archive and data deletion process in a timely manner
- Process payroll changes (leavers, contract changes, expenses) and monthly payroll checks as required.
- Process changes to and maintain accurate staff record systems (Payroll and Brom Com)
- Maintain processes for and recording of staff absence reporting including sickness absence and special leave requests. Support Trust Leaders in monitoring and identifying triggers in accordance the sickness policy including ensuring return to work interviews take place.
- Maintaining People Team content on Bright Futures Connect
- Manage the People Team central mailboxes and post
- Follow Trust HR process and templates and be responsible for producing accurate statement of particulars, amendment letters and other contractual letters with any attachments for staff for:
  - New starters
  - Leavers
  - Changes for existing staff e.g., working patterns, role changes, flexible working requests
  - Maternity leave/other family leave notification letters
  - Sick pay amendments
- Refer to the payroll provider for pay calculations as necessary, to include in any of the above
- Work with the wider People Team to ensure templates are up to date with legislation and current HR best practice
- Work with the wider People Team to continuously improve and document processes for HR staff to follow for conducting this work, whilst ensure data privacy requirements
- Ensure that line managers have in place accurate records of holiday entitlement (AYR contracts) and extra hours worked.
- Co-ordinate the update of pay changes each year

### Recruitment

- Administration and co-ordination of all recruitment activities for the Central Trust Team and Professional Development Institute to ensure recruitment is carried out in a manner which is professional, reflects the school and the Trust's values and is supportive of candidates. This end to end process incorporates: clarifying the exact role requirements, identifying appropriate attraction methods, drafting and placing adverts, preparing for shortlisting; arranging and facilitating selection processes and pre interview candidate checks, pre-employment screening, contractual and new starter documentation, payroll notifications and effective onboarding process.
- Accurately updating and maintaining the central Trust single central records ensuring statutory checks are in place for those that work or volunteer for the Trust
- Monitor that annual appraisals and pay reviews are conducted in accordance with policy and that annual staff salary statements for all staff are produced by the payroll provider and distributed on time.
- Working with the Trust HR Advisor, develop digital solutions for people team processes

# Job Description

## Data and reporting

- Establish and keep up to date monitoring systems for case work, absence management and performance management
- Run and compile termly and annual HR Management information reports for HRBPs and schools, and central teams using various data sources (EPM, Brom Com, MNT)
- Run and compile regular statutory 'people' reporting
- Continuously improve the system for collecting teachers' annual pay progression information from schools and compiling reports
- Undertaking ad-hoc requests for people data
- Process new starter and exit questionnaires and produce termly and annual analysis reports
- Compile Staff Engagement Survey data into a report format
- Support the Head of People and/or the Financial Controller in obtaining Trust wide information needed to produce Statutory reports and Executive and Board reports.

## HR Advice

- Under the supervision of a member of the people team provide HR support in individual case work. This could range from attending meetings to take minutes, undertaking some background research in support of a case or attending 1<sup>st</sup> stage meetings as the HR 'advisor' to the meeting.
- Support the People Team on people change programmes across all schools or in a particular school.

## HR Policy development and projects

- Support the People Team in researching and then continuously improving HR policies, procedures and guidance
- Update template letters, process maps and guidance documents with any changes to internal process and legislation
- Lead on and/or take part in HR initiatives in support of individual schools or on Trust wide projects as requested

## Training and development

- Organise half termly Trust induction for all new starters liaising with them and other school HR contacts
- Update Learning Locker with People training and content
- Set up and manage bookings for internal and external people training sessions

# Job Description

## General responsibilities

- To use initiative in time management to organise own workload in order to meet deadlines.
- Maintain an up to date knowledge of employment legislation and practices and proactively identify future changes.
- Support individual schools on HR matters as and when the need arises.
- Develop effective relationships with staff across the Trust.
- To provide administrative cover for other HR colleagues across schools when required.
- To use initiative in time management to organise own workload in order to meet deadlines.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as they arise.
- Ensure equal opportunities for all.
- To attend and participate in relevant meetings as required.
- Help to identify own personal development needs.
- Work to the 'Nolan Principles' of public life: Selflessness, Integrity Objectivity, Accountability, Openness, Honesty, Leadership.
- A commitment to maintaining confidentiality and acting with discretion at all times.

# Person Specification

Category	Essential	Desirable	Means of Identification
Relevant Experience, qualifications and training	<ul style="list-style-type: none"> <li>• A minimum of five GCSEs, including Maths and English</li> <li>• Experience of generalist administrative HR duties for a minimum of two years</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 or level 5 CIPD qualification or willingness to work towards it</li> <li>• Understanding of the regulatory requirements of working in schools</li> <li>• Experience of working in the Educational sector</li> <li>• Experience in HR and payroll systems</li> </ul>	Application Certificates
Knowledge, skills, abilities	<ul style="list-style-type: none"> <li>• Ability to manage own workload effectively and to work collaboratively and to deadlines with minimum supervision</li> <li>• Excellent general ICT skills including use of Office suite of applications, in particular word and excel, and databases with accuracy</li> <li>• Excellent written and verbal communication skill.</li> <li>• Proven organisational skill</li> <li>• Excellent troubleshooting and problem resolution skills</li> <li>• Ability to relate to adults and children</li> <li>• Tact, diplomacy and absolute confidentiality in handling staff matters</li> </ul>		Application Interview

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Other	<ul style="list-style-type: none"><li>• Self-motivated with a drive to complete tasks to the required time scales and quality and compliance standards</li><li>• Flexibility to adapt to changing workload demands</li><li>• Personal commitment to the CIPD's professional conduct code</li><li>• A commitment to further training and a willingness to participate in relevant CPD.</li><li>• A positive approach to challenges, seeks solutions to problems and addresses difficulties with cheerfulness and good humour</li></ul>	Driving licence and access to a vehicle.	Application Form Interview Task
Safeguarding	<ul style="list-style-type: none"><li>• Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of 'Keeping Children Safe In Education' (KCSIE) and 'Meeting Digital and Technology Standards in Schools and Colleges' government guidelines</li></ul>	Application Form Interview Task
Our Values	<ul style="list-style-type: none"><li>• Leadership</li><li>• Integrity</li><li>• Passion</li><li>• Equality</li><li>• Community</li><li>• Resilience</li></ul>		Interview Tasks
Pre-Employment Screening	<ul style="list-style-type: none"><li>• Enhanced DBS check</li><li>• Two satisfactory employment references, from the last two employers</li><li>• Evidence of the right to work in the UK</li><li>• ID Check</li><li>• Online Screening</li><li>• Section 128 checks</li></ul>		