



BROADLEAF

PARTNERSHIP TRUST

APPLICATION PACK





WELCOME FROM THE DIRECTOR OF PEOPLE & CULTURE

Thank you for your interest in this post and Broadleaf Partnership Trust.

We are a People team with big ambitions, we want to attract, engage and inspire the very best staff, because that's what the children and young people in our schools deserve.

I'm looking for someone to join my team in Sutton Coldfield, who has a passion for HR and wants to make a difference.

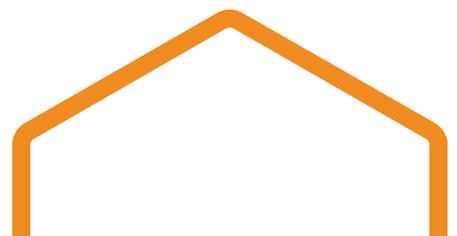
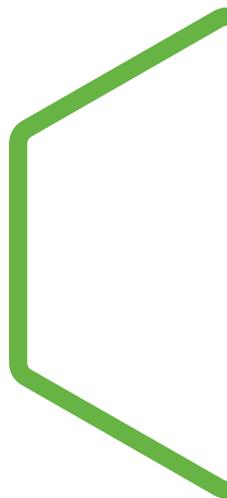
To be successful in this role you'll need to be;

- detail-orientated and able to work in an organised and methodical way,
- able to understand and practically enact policies and processes,
- be a skilled communicator who can adjust their approach to a variety of different people and situations,
- resourceful, reliable and resilient.

Above all, you'll need to have ambition to grow as a HR professional, and the desire to be part of a team that embraces challenges, celebrates change and is focused on being the best we can be.

If this is you, I look forward to receiving your application!

Samantha Palmer
Director of People & Culture



JOB DESCRIPTION & SPECIFICATION

Title of Post - People (HR) Assistant

Reports to - People Advisor

Status - Open to considering either part time or full time (up to maximum of 36.5 hours per week). Term time plus 10 days to be worked during school holidays (41 weeks per year)

Must be available for 7am start time.

Salary/Grade - Grade 3 (NJC 9-22) Actual salary: £25,133 – £31,077

Location - Based at Head Office in Sutton Coldfield, but will include some travel to schools with the Trust.

Closing Date - Monday 30th March

Interviews - Thursday 9th April

Job Purpose

To support the People team in providing an efficient and professional HR Support Service to schools part of Broadleaf Partnership Trust.

Key Responsibilities

Recruitment

- To administrate recruitment processes for the Trust, in accordance with policy to ensure the safe recruitment of staff:
- Collate application packs and adverts, using appropriate template documents,
- Post job advertisements on appropriate recruitment websites/publications, and promote via Trust/School social media. Monitor applications and administrate recruitment processes via the applicant tracker system,
- Respond to candidate questions or queries in an appropriate and timely manner,
- Share applications with appropriate leaders for short listing purposes,
- Undertake online checks in accordance with policy and request and monitor references for all shortlisted candidates
- Arrange interviews including sending invitations, collating interview packs for panels and highlight any concerns relating to checks/references and/or gaps in employment which need to be explored at interview.
- Undertake all safer recruitment checks including right to work, ID and qualification checks, DBS and barring service, references, online checks, prohibition from teaching, section 128, medical clearance and overseas checks. Escalating any concerns to the People Advisor and Head-teacher.
- Produce new starter packs including handbook and all induction paperwork.
- Keep appropriate records of all recruitment paperwork for agreed timescales.
- Set up new employees on Arbor and the Single Central Record.
- Organise new starter inductions.
- Monitor new employees' probation periods, provide probation paperwork to line managers and progress-chase probationary period review meetings, escalating any failing probationary periods to the People Advisor.
- Produce conditional offer letters and contracts for checking and sign off by the People Advisor/appropriate senior leader.
- Create and maintain HR files in line with safer recruitment and checklists.

Absence Management

- Record and monitor staff absence, informing the line manager when trigger points are reached, and provide absence-monitoring reports as required.
- Provide line managers with return to work paperwork, provide advice based on policy, attend stage one meetings in an advisory capacity and take minutes at absence management meetings.
- Give accurate information and guidance to staff relating to leave in accordance with the Time Off Work and Managing Sickness Absence policies and procedures.
- Provide administrative support to the formal absence management process, assisting in the preparation of related correspondence, documents/packs as required and minute taking.
- Assist in making referrals to Occupational Health as directed by People Advisor/Director.

Further information including an Applicant's Guide, Privacy notices and our Recruitment and Selection Policy can be found on our career site.

If you would like to speak to someone in advance of your application, or arrange an appointment to visit us, please contact the HR team: hr@broadleafpt.co.uk

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check.

We are committed to equality and value diversity, and therefore particularly welcome applications from under-represented groups.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, which means certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers. If they are disclosed, they will not be taken into account.

Closing Date : 30th March

Interviews : 9th April

*We reserve the right
to close the advert
early

Payroll

- Meticulously administrate the monthly payroll via the payroll providers online portal, including;
 - setting up new starters,
 - processing leavers,
 - processing any contract changes,
 - inputting paid and unpaid leave,
- Liaise with the payroll provider as required, ensuring strict adherence to external payroll deadlines.
- Supply confirmation of salary to third parties where authorised (e.g. Jury Service, mortgage enquiries, letting agents, etc)
- Assist employees in relation to pay and pension queries and seeking to resolve these in a timely manner, escalating to People Advisor and/or payroll provider as required.
- Provide reports to Director of People & Culture, Head-teacher and other executive leaders, as required.

HR Operational / Administrative

- Act as first point of contact for all HR related queries for new and existing staff, including monitoring the shared HR mailbox, escalating to People Advisor/Director of People & Culture/Headteacher as appropriate.
- Give accurate information and guidance to staff on HR policies and procedures, ensuring these are available on the school website and People Portal (The Hub).
- Under the direction of Investigating Officer, to prepare investigation packs and related correspondence for disciplinary/grievance proceedings, and attend meetings as minute taker as required.
- To provide administrative support to Line Managers/Head-teacher in regards to Flexible Work Applications, and attend meetings as minute taker as required.
- Responsible for the administration of annual leave/TOIL and/or Time off Work requests in accordance with relevant policy, ensuring these are accurately recorded.
- Have an interest in, and desire to improve staff wellbeing and contribute towards the implementation and monitoring of Trust-wide Wellbeing Strategy.
- Support the People Advisor with School Workforce annual returns.
- Contribute to specific HR related projects as directed by the Director of People & Culture
- Support the Director of People and Culture/People Advisor with the review and development of Trust policies, strategies and initiatives.
- Maintain and annually review staff handbooks.
- Assist the People Advisor and Director of People and Culture with specific administrative tasks, as and when required.
- To input all HR related invoices in Approval Max.
- Provide administrative support for the employee assistance programme & GP Helpline – including signposting staff and raising awareness via marketing materials.
- Maintain the personnel files and records and update the Trust's Arbor system.

General

- Maintain filing and archiving systems with relation to all aspects of the HR function and in accordance with GDPR and record retention policy.
- Support with general HR administrative duties such as photocopying, scanning, filing and minute taking as required.
- Undertake training courses, team development days and other meetings as relevant to the post
- Have a flexible approach to provide cross cover, and participate in and promote team working.
- Undertake such other duties as may be commensurate with the grade and nature of the job.

Safeguarding

- Comply with the Trust's Safeguarding procedures and policies
- Maintain a log of annual safeguarding training
- Responsible for maintaining the Single Central Record for specified schools, ensuring accuracy at all times.
- Responsible for ensuring staff are recruited in accordance with safer recruitment principles and ensuring correct paperwork and identity paperwork has been obtained, in line with safer recruitment processes for all university student placements, agency/supply workers, volunteers and contractors.
- Responsible for promoting and safeguarding the welfare of children and young persons they come into contact with.



This Job Description is current at March 2026, and is representative of the duties/responsibilities expected of the post. These duties and responsibilities are neither static nor exhaustive and, at the discretion of the Director of People & Culture, are liable to variation to reflect any future changes required of this post. The successful candidate will be requested to apply for Enhanced Disclosure from the Disclosure and Barring Service (DBS), although a criminal record will not necessarily be a bar to obtaining the position.

Broadleaf Partnership Trust is committed to the highest standards in protecting and safeguarding the welfare of the children and young people entrusted to its care at all times.

PERSON SPECIFICATION

Qualifications & Experience

Essential

Have GCSE grade C/5 English and Maths as a minimum.

Desire to work towards obtaining the CIPD Level 3 qualification (if not already obtained).

Recent experience of working in HR in a fast-paced environment.

Experience of providing a high level of customer service and liaising with a wide range of stakeholders.

Desirable

CIPD qualification of level 3 or above.

A Levels or higher education qualifications in relevant field.

Business Administration/other HR qualification.

Experience of working in a school/MAT or within the wider educational sector.

Skills & Attributes

Essential

Basic knowledge of key legislation and best practice relating to employment law and employee relations.

Proficient with the full Microsoft Office Suite.

Ability to work with a high degree of accuracy and attention to detail.

Ability to use IT systems effectively to record information, produce reports and monitor outcomes.

Understand the importance of establishing and maintaining an effective safeguarding culture.

Driving license and access to a vehicle.

Desirable

Working knowledge of MIS/payroll systems and online recruitment systems including;

Arbor

MyNewTerm

EduPay

SAM People

Awareness of developments in HR and/or education sector.

Knowledge of safer recruitment principles.

Personal Qualities

Ability to work as part of a team and to deal with sensitive and confidential matters.

Flexibility to manage ever changing demands whilst prioritising tasks and meeting deadlines.

Able to communicate calmly, clearly and effectively with a range of people, both verbally and in writing.

Be efficient, organised and accurate, with an excellent attention to detail.

Enthusiastic, resilient and able to embrace change.

Be committed to safeguarding and promoting the welfare of children and young people.



PEOPLE & CULTURE

OUR PURPOSE

PEOPLE CHARTER 2026

1. We help every school have the people, culture and support they need to offer children the best possible education.
2. We provide fair, professional and approachable HR and communication services, so staff feel supported, informed and able to do their best work.
3. To actively contribute to the Trust's aspirations by developing and retaining a talented workforce, helping staff grow their careers, proudly sharing our achievements, and ensuring our practices are fit for the future of our growing Trust.

OUR PRINCIPLES

1. We model the behaviours we expect from others, acting with honesty, integrity and respect, doing the right thing even when this can be challenging.
2. We work together as one team, sharing expertise, supporting one another and staying focused on what matters most: helping schools improve children's experiences.
3. We communicate clearly, respectfully and openly, using feedback to improve our practice and ensure fairness and consistency and across the Trust.

OUR PLEDGE

1. We will be dependable and engaged partners for each other and for our schools, providing practical, solution-focused support while upholding confidentiality, fairness, inclusivity and ethical practice.
2. We promise to actively seek and accept honest feedback and constructive criticisms to enhance and streamline HR Services. We will use these insights to reflect, grow professionally, and will not be afraid to innovate and try new things.
3. We will offer expert advice that both supports and appropriately challenges leaders and staff. We will apply policies fairly and consistently, always with the ultimate goal of supporting children's success in mind.





AN INTRODUCTION TO BROADLEAF

Thank you for taking an interest in Broadleaf Partnership Trust.

The overarching purpose of growing our partnership of trust schools is to work in alliance with each other in order to ensure that our learners receive an exceptional educational experience.

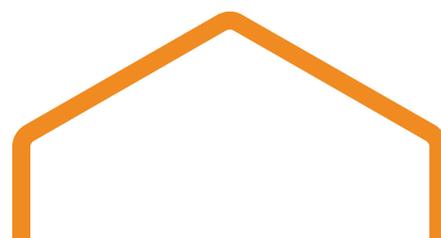
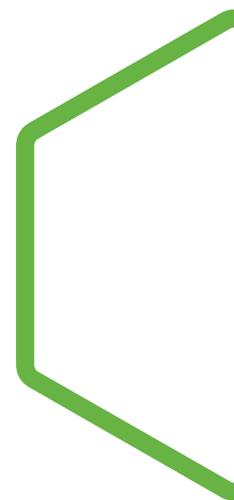
We passionately believe in the power of collaboration and look to ensure all staff across all of our schools benefit from shared expertise, understanding and opportunities for self progression - learning together and supporting each other.

Every academy has its own identity that enables it to best serve their community and I know that should you be successful in your application to join us, your dedication will continue to ensure that your children leave you with high aspirations and your families remain supportive of all that you do.

Thank you for your support and I look forward to seeing, and sharing the results of our new partnership.



Claire Pritchard, CEO



ABOUT OUR TRUST

Our Vision

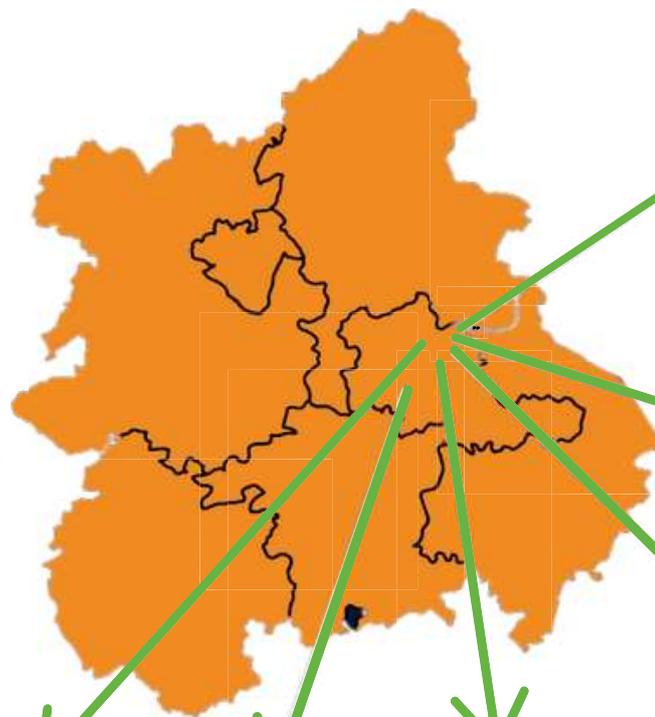
Broadleaf Partnership Trust will lead and enable community centred schools that raise and realise aspirations, celebrate successes, and promote a lifelong love of learning.

Our Values

Aspiration- We celebrate a culture of continuous improvement, where all stakeholders are motivated to achieve the very best for every child. We aspire to create learning environments that foster curiosity, inclusivity, talent and creativity so that every child is encouraged to recognise their potential and develops ambitions that reflect their future goals.

Alliance- Working in partnership across our schools and in affiliation with stakeholders, across the education sector and beyond, we can access information and networks that help to continually develop our people, communities and practice. Our collaborative approach enhances the strength of unity across our Trust whilst simultaneously recognising the uniqueness of our schools. We align many of our operational aspects whilst empowering learning leaders to meet the curriculum needs of their community.

Agility- We are agile in our approach, embracing change, and focused on excellence. We ignite and harness people's passion by encouraging experimentation and innovation to make learning meaningful, build organisational resilience and ensure our approach stays current. We adopt a culture of shared and servant leadership across our Trust that enables action and provides the flexibility to respond and adapt to the ever-changing climate.



Holland House Infant School and Nursery
Joined February 2023
Year groups: Nursery - 2



Plantsbrook School
Joined August 2011
Year groups: 7 - 13



Town Junior School
Joined November 2014
Year groups: 3 - 6



New Oscott Primary School
Joined September 2025
Year groups: Nursery - 6



Perryfields Academy
Joined May 2021
Year groups: 7 - 11



Court Farm Primary School
Joined September 2024
Year groups: Nursery - 6

BENEFITS BEYOND THE CLASSROOM:



Employee Assistance Programme

This provides 24/7 access to a range of health and wellbeing services either by phone or online, including a helpline operated by trained counsellors to provide 'in the moment' support, wellbeing resources and webinars, structured counselling sessions and financial and legal advice.

24/7 GP service

As a Trust employee you and your immediate family have access to a private GP service available at any time of the day or night worldwide. Telephone or video appointments can be booked at a time to suit you, allowing you easy access to medical diagnosis, reassurance advice, private (payable) prescriptions, fit notes and open referrals.

Cycle to Work Scheme

This salary-sacrifice scheme allows you to purchase up to £1,000 of bicycle and safety equipment tax-free, spreading the cost over either 12 or 18 months.

Health Cash Plan

Our optional health cash plan allows you to reclaim costs related to dental, optical, therapeutic and other health-related expenses, including diagnostic consultations, screening, hearing aids, surgical appliances and NHS prescriptions. Personal accident cover is also included as standard. Contact HR for more detail.

Shopping and Lifestyle Discounts

Wider Wallet is an online discounts platform providing a range of offers and discounts from well-known retailers and high street brands as well as discounts on dining, travel, technology, entertainment and days out.

Pension

Plan for your future with a generous and secure pension scheme for teaching and support staff, ensuring financial wellbeing during retirement. .