



Abbey College

HR Officer

Recruitment Pack



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About Abbey College, Ramsey



Principal: Mr Andy Christoforou

At Abbey College, Ramsey, we believe in workplace, where your growth, both personally and professionally, is paramount.

We're committed to your development and offer an extensive programme of CPD and development activities.

We've earned the underlining our commitment to excellence and offering exceptional frameworks that support our teachers in their early years.

We know that our children at school. Our mission is to provide high-quality education and ensure the best possible opportunities for our students.

At the core of our community lies our Spirit; a dynamic set of virtues that define who we are and how we thrive together. We invite every member of our school community to work towards these values.

Students are recognised and rewarded when they demonstrate the virtues, both within the wider school and in the community.

Throughout Key Stage 3, students have the opportunity to earn bronze, silver, and gold awards. You have the chance to impart these values, ensuring our students wear their badges with pride when receiving them.



A Brief History

Meridian Trust, formerly known as Cambridge Meridian Academies Trust (CMAT), is a values-led Trust and has risen to be one of the highest performing academy groups in the country. Our Trust was first formed as an educational trust to create a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent.

Meridian Trust was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success. The period since 2018 has seen an increase in speed of growth as many long term projects matured and our relationship with Sharnbrook Academy Federation emerged.

Our Trust currently consists of 36 schools, 19 primary schools, 13 secondary schools, 3 special schools and 1 all-through. The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles of Cambridge and Peterborough and the main communication routes between. We merged with Cambridge Primary Education Trust to become the Meridian Trust in April 2022. In addition to operating schools, we are the home of the Cambridgeshire and Peterborough Teaching School Hub, and

train more than 150 new teachers each year through Meridian Trust ITT. We retain a strong commitment to growing and supporting staff throughout their training and career development. We have a proven track record of school improvement and transforming the lives of children and young people over the last 10 years.

Students thrive in Meridian Trust academies as a result of the implementation of our values, our successful and proven systems and our commitment to valuing people. We are among the highest performing multi-academy trusts in the country for student progress. Our academies are well-run and our staff benefit from excellent access to professional development.

Our commitment to the education system goes beyond just our own academies. We operate 'The Cambridge Partnership', one of the largest initial teacher training providers in the country which has recently merged with the SAF ITT, and 'Leadership East' these further strengthen our capacity and commitment to professional development. We also provide support through various SLAs to a number of other trusts and academies.

As a strong, regional multi-academy trust we currently operate schools across Bedfordshire, Cambridgeshire, Lincolnshire, Peterborough, and Northamptonshire. We are proud to have strong partnerships within all these communities.



Trust Vision, Mission and Values

Our values and who we are:

Meridian Trust is a successful multi-academy trust founded on its commitment to people and communities.

Our proven approach over more than a decade has elevated us to a respected and admired academy trust, a national leader in education and a source of great pride to the communities we serve.

Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.

Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to Meridian Trust values, practices, curriculum approaches and operational systems.

Our Vision:

High-quality educational provision for all at the heart of local communities.

Our Mission:

To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Young people become successful learners and confident, empowered individuals;

- Young people are encouraged to think for themselves and act for others, equipping them with the values, attributes, knowledge and skills to make a rewarding contribution to society;
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders;
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported;
- Well-run schools retain and develop their distinct contextual identity while sharing and contributing to the Meridian Trust values, practices, curriculum approaches and operational systems.

The enactment of our values for staff:



Valuing People

Engaged, developed, supported, and consulted.



High Quality Learning Environment

Experts who strive for continual development. Collaborative networks, trusted to deliver.



Pursuit of Excellence

Set ambitious goals and model what success looks like. Eager to improve.



Extending the Boundaries of Learning

Make connections, provide opportunities. Generous and sharing of knowledge and expertise.



Achievement for all

Are accountable for the outcomes we contribute towards and strive for the very best.



Valuing People



High Quality Learning Environment



Pursuit of Excellence



Extending the Boundaries of Learning



Achievement for all

Why work for us

Meridian Trust aims to be the employer of choice for the communities we serve. Since 2010 we have nurtured and developed the careers of many people. You can read about some of those journeys in the 'Meridian Trust People' section of this website. We are committed to making a difference to young people's lives and the communities we serve. Help us make our mission a reality.

Benefits:

As a multi-academy trust of 36 schools, Meridian Trust can provide a wide network of opportunities for collaboration and career development for both teaching and support staff. With an initial teaching training facility and a teaching hub network within our Trust, there are ample opportunities to both, get into teaching, and develop within the profession.

- As well as the above we also offer:
- Unlimited access to CPD via Meridian Learning
- Free annual eye tests
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support
- Unlimited value cycle to work scheme

To see the full range of benefits available, please visit [Employee Benefits - Meridian Trust](#)

How to apply

To apply please complete the online form on MyNewTerm . Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

Closing Date:

Interviews:

Applying:

For any questions about the application process please contact:

Email:

Meridian Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks including enhanced DBS disclosure. We are committed to diversity & inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships. Meridian Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students.

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	HR Officer
JD Reference:	STD ADM 17
School/Academy:	
Weeks:	40 Weeks
Hours of work:	37 Hours
Salary:	Grade 7
Responsible to:	HR Core Trust with daily supervision in school via Principal

Role:	HR Officer based in school.
Purpose of job:	To be responsible for all personnel duties within the school environment. This will include the oversight of safeguarding for appointing new staff and recruitment. The post holder is responsible for the employee life cycle at school level which includes sick absence, pay, general terms and conditions and providing support to manage low-level HR queries.

Responsibilities and Accountabilities:

Recruitment / appointment / leavers

- To be fully conversant with the statutory guidance for schools, Keeping Children Safe in Education.
- Maintain orderly and appropriate recruitment paperwork, by following recruitment and exit process for all staff in line with trust policies systems and guidance, including ensuring the legal and safeguarding requirements of recruitment are met. This includes staff safeguarding checks and risk assessments where necessary, maintaining safer recruitment processes and retaining a clear paper trail for the interview process and delivering staff induction procedures.
- Undertake the necessary arrangements relating to recruitment of school based posts, under the direction of the Principal, observing safer recruitment regulations, including preparation of relevant paperwork recruitment materials, arranging advertisements, arranging and creating the interview schedule by liaising with Head of department and SLT, ensure the administrative tasks associated with interviews are completed for example copying application forms for shortlisting and interviewing panels, informing

candidates of interview arrangements, in line with Trust policies and procedures.

- Organise and maintain all required safeguarding checks, paperwork and procedures including DBS for staff, trainee teachers, casual staff, and volunteers, barred list checks and risk assessments where needed.
- Maintain accurate personnel files and payroll records (via the HR & Payroll system) and ensuring effective security of both manual and computerised data.
- Ensure that Personnel files meet GDPR guidelines and are maintained in accordance with Meridian Trust requirements.
- Issue contracts and calculate correct rates of pay.
- Process payroll services, contracts, new starters, variations, and leavers in liaison with the payroll provider.
- Update relevant areas of MIS to do with HR including staff absence and contract changes.
- Compile and issue salary confirmation documents as required.
- Be the first point of contact for all staff on HR, pay and contract related matters, liaising with Trust HR and HR & Payroll provider, as necessary.
- Use the agreed Trust systems and ensure effective school systems are in place for the timely submission of supply time sheets, and contract changes.
- Ensure that appropriate contracts are issued for zero-hour contracts and working time directives are adhered to. Be responsible for ensuring that annual leave is applied and that the correct rate of pay is applied in order not to be breach of minimum wage.

Employee life cycle

Act as the main contact offering advice and guidance for managers and employees at the school in respect of all aspects of the employee contract and terms and conditions (e.g., pay, contract, working hours). This includes:

- Ensure probation reviews are carried out in conjunction with The Trust Probation Policy. Provide a timely reminder to line managers and ensure all paperwork is distributed and recorded. Raise any concerns in respect of suitability for employment with the Principal and the Trust HR Manager.
- Issue Induction booklet to managers upon appointment of new staff.
- Ensure that all paperwork and processes are completed for employees who are pregnant and going onto maternity leave. Ensure KIT days are properly monitored. Ensure that risk assessments are completed. Work out maternity calculations and processing maternity leave and letter.
- Process all requests for shared maternity leave, paternity leave and adoption leave.

- Process payroll instructions for annual salary increments for teachers and support staff.
- Support the PA in the collation of PM reports for support staff.
- Process redundancy calculations.
- Administer pension check for continuous service.
- Check for continuous service.
- Administer TR6 pension checks.

Absence Management

- Maintain and manage sickness and staff absence reporting and monitoring through effective use of MIS and HR systems as relevant.
- Complete return to work procedures, meetings, and paperwork in line with the trust policy, maintaining up to date records on the academy and the trust systems.
- Support the Principal with the administration of processing the trust absence policy by arranging meetings, sending letters, emails and arranging occupational health appointments and follow ups.
- Work with the Core Trust HR to ensure formal procedures for managing sick absence are followed by acting as the liaison between school and Core Trust
- Ensure that OH reviews are arranged in a timely manner.
- Manage requests for special leave of absence procedures in line with the trust policy. Ensuing appropriate paperwork is completed.

Payroll

- Monthly checks of payslips to ensure accuracy and no discrepancies.
- Follow up any discrepancies with Finance team and payroll provider.
- Input overtime claim forms for all staff.
- Input all casual staff, (exam invigilator, achievement support tutor, comm ed tutors) claim sheets onto the HR & Payroll system.
- Provide records for auditors.
- Assist with PAYE queries.

Single Central Record

- Maintain a full detailed and compliant Single Central Record and remain up to date with new requirements in liaison with central HR Team.
- Ensure all contractors, supply agencies and any other establishments with staff working at the school have appropriate clearance to work with young people in an education setting with relevant paperwork in place
- Ensure accuracy for presentation to the principal on a regular basis.
- Upload to central HR when there is a change.

Other HR Responsibilities

- To monitor informal support plans and ensure time scales are adhered to and records kept. To work with Core Trust HR in managing the timeline for formal PM / Capability processes.
- Draft template letters and act as note taker in all formal PM meetings.
- To Support the Principal and Core Trust HR in disciplinary cases: prepare paperwork (letters) set up file, act as note taker at disciplinary meetings, producing clear and accurate minutes.
- Support Core Trust HR with payroll entries associated with settlement agreements
- To act as note taker in grievance meetings.
- Advising Headteacher and senior staff on DBS requirements for employees, visitors, contractors to ensure safeguarding of school students
- Communicate all Trust recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies, and procedures to staff utilising trust systems and ensuring that reading or awareness is recorded.
- Monitor the way HR policies and procedures are actioned in school and provide support where necessary.
- Contribute to trust HR meetings and training as required
- Ensure that they know where to find HR guidance on SharePoint and the Teams environment.
- Workforce census: sole responsibility for completing and submitting the annual school workforce census, ensuring accurate recording of staff and their roles, teacher qualifications, staff ethnicity and all sickness absences
- Ensure exit forms are sent to line manager and arrange for exit interviews to take place.
- Archive securely staff personnel files.
- Attend HR training days twice a year.
- When requested, take notes in any staff meetings with senior management
- Provide employee information to SLT as requested for return of reference requests.
- Provide salary letters as requested from mortgage lenders for staff.
- Advise staff on the free eye test procedure. (Specsavers scheme).
- Advise and promote to staff the Employee Assistance Programme.
- Log mandatory training for staff, provide reports for Headteachers, remind staff and escalate for action as necessary.
- The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.
- This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of

procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

Support for School/Academy/Place of work:

- Participation in staff events by arrangement.
- Attend Staff Meetings.
- Contribute and participate in Trust events and activities where possible.
- Develop and maintain effective working relationships with other staff and parents/carers.
- Adhere to the Trust values.
- Follow school policies, practices, and procedures.

Data security:

- Act in accordance with legal provisions regulating confidentiality and security of data and information in accordance with GDPR regulations.

Health and Safety:

- All employees of the trust must be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. Employers must co-operate with the trust on all issues to do with Health, Safety and Welfare.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare.
- To work/operate all equipment within Health and Safety and other legal regulations, including risk assessments.
- Contribute to the maintenance of a safe and healthy environment.

Continuing Professional Development:

- Maintain up to date knowledge by attending relevant HR updates provided by the Core HR team and external providers.
- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust.
- Participate in the annual appraisal system
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping.

- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.

Child Protection and Safeguarding

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.
- Inform the Child Protection Officer of any issues relating to the safety and well-being of students.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All staff will be subject to an enhanced check with the Disclosure & Barring Service.

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