



EGGBUCKLAND
COMMUNITY COLLEGE
Everyone can



Recruitment

HR

Administrator

*Everyone can...
be exceptional.*

Dear Candidate

I am delighted that you are interested in applying for the role of HR Administrator at Eggbuckland Community College.

Eggbuckland is a wonderfully caring and positive College who put students at the centre of everything we do. We have extremely high expectations of our students and pride ourselves in our 'Everyone Can' ethos. We firmly believe that every student deserves a great education, regardless of their starting point and are committed to enabling all students to flourish academically and develop into exceptional young people.

At Eggbuckland, we have extremely strong systems and routines, coupled with excellent pastoral care; this enables our students to thrive. In lessons, students are encouraged to develop a love of learning, to think for themselves and to work hard so they maximise their full potential. As part of Westcountry Schools Trust, we work collaboratively within our family of schools to ensure that all students and staff have to best possible experiences and opportunities. I look forward to reading your application.

Yours faithfully

Heather Lilley



Heather Lilley
Principal



Our Mission, Vision and Values

Our Mission

At Eggbuckland, we will foster:

A climate where *effort* prevails, above all else;

A curriculum which inspires *curiosity*: accessible and ambitious for all;

A community where *difference* is celebrated and *character* is shaped.

Our Vision

To be recognised as a great school where students receive a great education, regardless of their starting point.

Graduates of Eggbuckland will have the power to understand themselves and the world around them and have the confidence to realise their ambitions; they will be exceptional.

Our Values



Tenacity

"I have a goal and work hard to achieve it"

"I seek challenges to improve myself"

"I view setbacks as an opportunity for learning"



Integrity

"I am strong and stand up for what is right"

"I am honest"

"I am guided by strong moral principles"



Compassion

"I allow the voice of others to be heard"

"I accept people for who they are"

"I relish opportunities to improve the fortune of others"



Knowledge

"I am committed to instilling knowledge to my long term memory"

"I value the link between knowledge and increasing my learning and life chances"

"I utilise all opportunities to increase my wider knowledge"



From the Trust

Welcome to Westcountry Schools Trust (WeST); a tight-knit family of schools based around natural geographical proximity in the South West.

Initially formed as a small multi academy trust of only two schools in 2011, the Trust has experienced several iterations of growth and change.

In essence, WeST as we recognise it today, was launched in September 2017 with the ambition of delivering exceptional education for 2-19 years olds with the additional ability to provide postgraduate study through The WeST Training Institute (WTI).

The WeST family now extends to 31 schools of which 8 are secondary and 23 primary. All 23 primary schools naturally transition children into a WeST secondary school, an area of work we wish to further strengthen as our work matures.

WeST holds a firm belief in giving each child every opportunity to learn and succeed in all that they do.



Nat Parnell

Chief Executive Officer

Westcountry Schools Trust

Whilst we are a family of schools who share common values and beliefs, all our schools are unique and hold their own identity. We believe that by working collectively, sharing what works well and jointly developing best practice, we are stronger together and can provide the very best education for our children in our geographical area.

We have a pride in our schools, staff and children, and thrive on the constant challenge to do better. All our children are our collective responsibility.

Trust Vision, Mission and Values

While all our schools retain their own identity, we are a united family who share a common Vision, Mission, and Values. We believe that by working collectively, we are stronger and can provide the very best education for our children.



Vision

Every child in a great school



Mission

Empowering children to impact positively on society



Values

Collaboration, Aspiration,
Integrity, Compassion



WESTCOUNTRY
SCHOOLS TRUST

Job Description

Job title

HR Administrator

Responsible to

Principal

Grade

FTE Salary: £26,824—£29,540

Actual Salary: £9,551.74—£10,518.87

Hours

15 hours per week x 40 weeks per year

Daily hours: 08.00—16.00 (incl a 30 minute unpaid break)

The following is only an outline of the duties and responsibilities of the post which may change from time to time. The job description will be reviewed at least every two years and may be altered following consultation with the postholder, in line with the changing needs of the College. In all its activities the College follows a policy of continuous improvement.

Main purpose of the job:

1. To support the Principal and Operations Manager by contributing to the provision of a high quality, competitive, commercially aware and cost-effective HR service for the college, via continuous improvement of HR administration and payroll practices.
2. To provide a full range of administrative, payroll and pension-related tasks.
3. Acting as the first point of contact for staff members with employee queries, responding in the most appropriate manner.
4. Maintain and update employee records, documents and databases.
5. To have a good understanding and knowledge of HR related administration and payroll issues and will develop professional practice excellence to meet the changing demands of the role.

Duties and Responsibilities to include:

Key Tasks

1. Provide a school HR administration and payroll liaison service; acting as the point of contact for contractual and Payroll queries.
2. Be lead administrator for school recruitment and selection, ensuring adherence to legislation, best practice and Trust policies.
3. Carry out defined recruitment and vetting checks
4. Supporting the PA to Principal in the administration of relevant elements, including sourcing and preparing information for the Single Central Record.
5. Administer starter/leaver contractual change processes including letters of appointment, statement of particulars, induction/starter packs, ID badges, payroll set up and amendments, contract change letters and exit questionnaires. Responsible for all payroll processes and any relevant pension administration.
6. Process contractual paperwork in accordance with Policy templates and Trust toolkits, working with the Principal, Senior Leadership Team, Operations Manager and HR Business Partner on any bespoke requirements.
7. Upload weekly absences onto iTrent.
8. Ensure the electronic employee records are accurate and up to date. This will include responsibility for data entry, regular and ad hoc reporting, and an annual data cleansing exercise ensuring the school is GDPR compliant following the Trust Recruitment and Retention policy.

9. Administer annual leave, absence, maternity, paternity, adoption, shared parental leave and parental leave processes. Responsible for the payroll processes and notifications to relevant senior persons as applicable. Prepare and issue the relevant policy paperwork for HR processes such as these. Monitoring timescales as defined by the policy processes and ensuring signed paperwork is recorded on the personnel files.
10. Prepare return to work paperwork following absence policy and escalate if appropriate.
11. Respond to contractual queries from managers and employees providing advice or signposting as appropriate.
12. Responding for payroll and contractual queries signposting and referring as appropriate.
13. Supporting and producing the annual salary statements for teaching staff.
14. Carry out the data collection of the Schools Workforce Census, analyse and action errors, and submit after Principal's approval.
15. Ensure that guidance and advice to customers at all times reflects and reinforces Trust agreed policy and good practice. Provide a high quality of customer care and service.
16. As required support the administration of employee relations meetings and/or hearings by minuting the meeting and distributing notes for circulation as appropriate.
17. Promote effective, open and honest working relationships with all colleagues including all internal and external stakeholders.
18. Act in such a way that at all times the health, well-being of students and vulnerable adults is safeguarded.
19. Be familiar and actively promote the Safeguarding policies of the school and Trust, ensuring the completing of all essential/mandatory training in this area.
20. Process confidential and sensitive data with a high level of accuracy.
21. Comply with the school support services, school procedures and policies relating to child protection, health and safety, confidentiality and data protection.
22. To be responsible for your own continuing self-development, undertaking training as appropriate.
23. To undertake other duties appropriate to the grading of the post as required.
24. These responsibilities may be varied from time to time to meet the changing needs of the school, but any changes will not alter the general character of the post nor the level of responsibility

Other

1. SIMs training will be given.
2. To assist with the production and analysis of regular reports on activity for use at management meetings and feedback, as appropriate for the role.
3. To maintain designated databases / files in accordance with Trust policies for data governance, as appropriate for the role.
4. To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
5. To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
6. Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
7. To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.
8. Any other reasonable duties as directed by the Principal.

Safeguarding

Eggbuckland Community College is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. This post is subject to satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate and satisfactory references before commencing the post.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also be asked to carry out other duties commensurate with the grade as may be necessary from time to time.

Signed: _____ Date

Signed: _____ Principal _____ Date

Person Specification

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview or other selection Activity
Qualifications:			
Level 3 CIPD qualification or working towards, along with Associate Membership of CIPD and relevant experience.	E	✓	
Level of education equivalent to 5 passes at GCSE (levels 9 to 4) / NVQ 2 or demonstrate relevant experience showing clear evidence of excellent numeracy and literacy	E	✓	
Experience:			
Provide initial advice and guidance to managers and / or customers	D	✓	✓
Working in a customer facing role	E	✓	
Working in HR administration and payroll administration	D	✓	
Familiar with HR systems or other management reporting systems	D	✓	✓
Working in a large diverse organisation	D	✓	✓
Knowledge, Skills and Abilities:			
Working on own initiative and making judgements within the defined boundaries of the role	E	✓	✓
Knowledge of a range of HR administration and payroll, practices and procedures acquired through relevant training and / or experience	D	✓	✓
Excellent standard of verbal communication, able to convey information clearly and concisely	E	✓	✓
Excellent interpersonal skills with the ability to develop successful working relationships	E	✓	✓
Good standard of written communication, able to write fluently and concisely with attention to details e.g. letters, reports	E	✓	
Excellent IT skills and good working knowledge of MS computer packages e.g. able to set up and maintain spreadsheets, interrogate MS systems for use in management reporting	E	✓	✓
A team-based approach to work	E	✓	✓
Good time management skills together with a methodical and organised approach to work	E	✓	✓

Awareness of employment legislation and awareness of education legislation, safeguarding legislation, DfE guidance and publications	D	✓	✓
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Values-Based Behaviours

Compassion:

Recognising need in others and acting with positive intention to promote wellbeing and improve outcomes	E		✓
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Aspiration:

Working to high expectations, modelling the delivery of high quality outcomes	E		✓
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Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	E		✓
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Integrity:

Acting always in the interests of children and young people	E		✓
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Acting with a consistent and uncompromising adherence to strong moral and ethical principles	E		✓
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Communicating with transparency and respect, creating a working environment based on trust and honesty	E		✓
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Collaboration:

Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skillfully influence and engage others	E		✓
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Additional Information

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

Equal Opportunities

In fulfilling its aims and objectives, Westcountry Schools Trust actively seeks to achieve equality of opportunity and treatment for all members of the school community.

We will continuously strive to ensure that everyone is treated with respect and dignity. Each person in our school will be given fair and equal opportunities to develop their full potential regardless of their gender, ethnicity, cultural and religious background, sexuality, disability or special educational needs and ability. The school works actively to promote equality and foster positive attitudes. WeST is committed to combatting all forms of discrimination by implementing positive policies and practices in compliance with the Equality Act 2010.

Procedures

All appointments are subject to pre-employment checks. That means:

- We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. A copy of our Child Protection Policy & Safeguarding Policy is available at: <https://www.westst.org.uk/attachments/download.asp?file=2101&type=pdf>
- Your identity will be confirmed by sight of original, official documents such as a Birth Certificate, Passport etc. in line with the Asylum and Immigration Act 1996
- Original documents relating to all the qualifications you have listed on your application form must be supplied
- Your employment history will be thoroughly examined and clarification will be sought where there are gaps or other discrepancies arising from information provided either by you as the candidate or your referee
- References will be used to check dates of employment and your relevant experience. A minimum of two written references will be taken up and these references will be requested before the interview. References should cover the last 3-5 years' work history, as a minimum
- An online search of shortlisted candidates will be conducted in accordance with Part Three 'Safer Recruitment' of Keeping Children Safe in Education statutory guidance.
- The identity of referees and information relating to disclosures will be verified
- You will be required to provide details of any relevant unspent or spent convictions in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986
- An enhanced Disclosure and Barring Service (DBS) check will be requested. This check will be cross referenced against the Protection of Vulnerable Adults list (PoVA), the Protection of Children Act (PoCA) list and List 99. These lists contain details of people deemed unsuitable to work with children or vulnerable adults. Please note that it is an offence to apply, offer or accept to do any work with children (paid or unpaid) if disqualified from working with children. Applicants will be challenged where inconsistencies exist. Please be aware that a firm offer of appointment will only be made after receipt and verification of all satisfactory checks. Westcountry Schools Trust will carry out these checks and should you fail these checks, our offer of employment will be withdrawn.
- For information of how we use your data please click on this link— [Westcountry Schools Trust Recruitment information](#).



