

CANDIDATE INFORMATION PACK



CITY OF LONDON
ACADEMY
SOUTHWARK

Job Title: Human resources Administrator

EMBRACING TRADITION • PURSUING EXCELLENCE • LEADING CHANGE

CEO WELCOME

Dear Applicant,

I am delighted that you have chosen to apply for a post with the City of London Academies Trust.



COLAT is driven by the ambition to deliver exceptional educational outcomes for the young people we serve, combining the heritage and traditions of the City of London Corporation with a creative and effective approach to teaching and learning.

Our expectations are high for both our students and our staff and as such we work to three core values: integrity, professionalism and care. We demonstrate real care by insisting on the highest expectations of behaviour in every phase and setting. Our curriculum is regularly reviewed and updated to ensure that every young person is afforded the knowledge and skills they need to be successful. We promote and support excellent classroom pedagogy as well as ensuring we have common approaches to assessment and intervention. This is how we care for our young people and ensure that they achieve the highest possible outcomes and are able to counter the many aspects of disadvantage they, their families and our wider communities experience.

Our 'Foundations of Excellence', which run through all Trust schools, have been the framework for our sector-leading success so far. These core principles led to the City of London and COLAT previously being recognised as the best performing academy chain for progress and attainment of disadvantaged children ('Chain Effects', The Sutton Trust). This fuels our determination to continue to develop the work we do, while remaining focused on the ambitions for our schools and making a significant difference to children's lives.

In striving for excellence in all aspects of our work, we are acutely aware that this will only be achieved through hard-working and motivated staff. Our care for staff means that we invest in our people, allowing them to grow and achieve their career goals within the Trust or beyond. We are committed to providing first-rate training and development opportunities to all our staff, in addition to excellent career advancement opportunities within our growing Trust.

In the classroom, and around school, we expect the kind of exemplary behaviour that allows our staff to generate exceptional learning outcomes for our children. Being sponsored by the City of London Corporation also means our staff benefit by having access to a huge range of resources, events and exciting learning opportunities that other Trusts are simply not able to offer.

We are always looking for like-minded individuals to join us on our journey. Making the choice to work for COLAT means making the choice to be part of an evolving, ambitious and supportive Trust where you are valued, encouraged and can develop your specific talents, whatever they may be. We look forward to receiving your application.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'M. Emmerson', written over a light blue horizontal line.

Mark Emmerson
Chief Executive Officer

WHO WE ARE

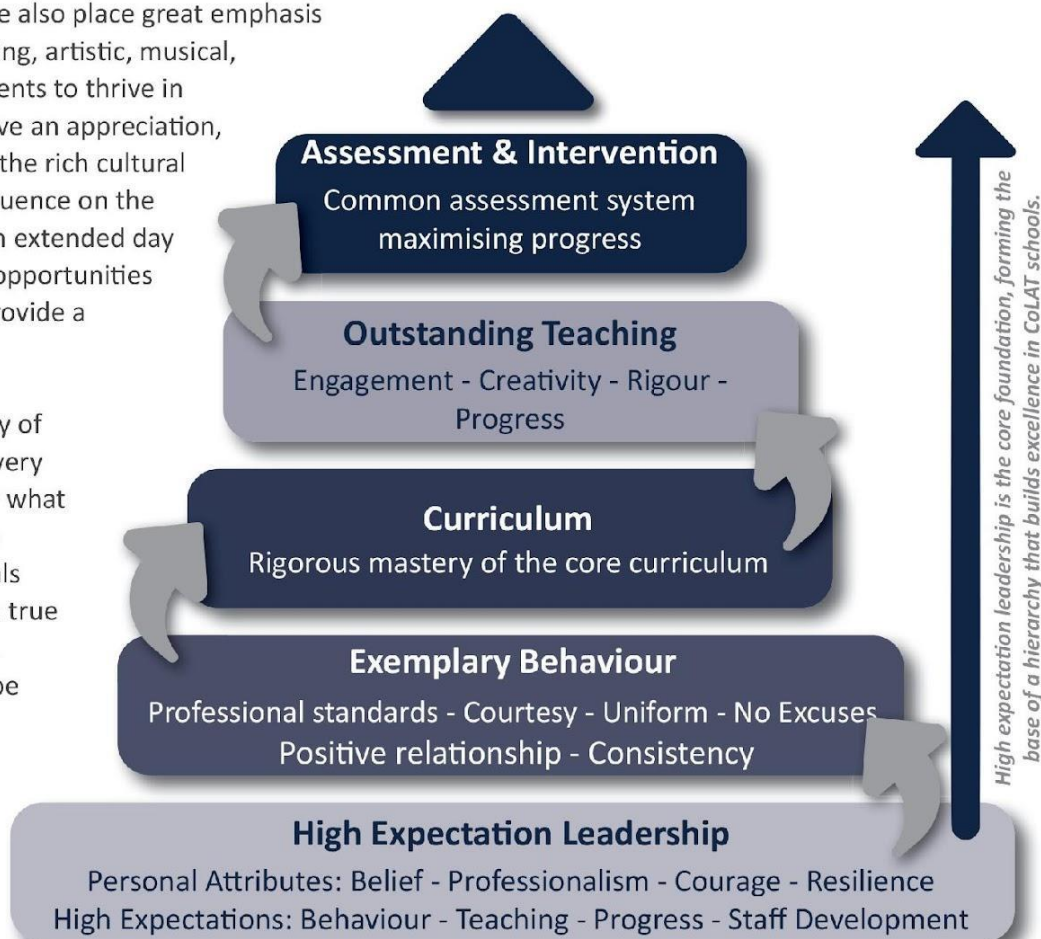
City of London Academies Trust operates schools in areas of significant disadvantage and believes strongly in the transformational nature of education.

We are unashamedly academic and unapologetically results driven because we recognise that strong SATs, GCSE and A level outcomes lead to increased life opportunities for our students. All our schools adopt a warm/strict approach, with every one of our School Leaders adhering to and aligning with our COLAT behaviour systems. Our simple, clear, and consistent routines, rituals and norms embed strong habits delivering exceptional student behaviour. In our schools, our teachers can teach, and students can learn, uninterrupted. We take great pride in curating an exceptionally positive learning environment and we obsessively guard against anything which may compromise our strong ethos and culture.

Our curriculum is knowledge rich. We believe in teaching 'powerful knowledge,' and educating our students on the 'best that's been thought and said' is crucial to giving them the best possible chance of success in life. More broadly, we find opportunities to elevate the curriculum to ensure our most able students can compete with their more privileged peers. Our curriculum is coherently and intelligently sequenced, with our Subject Improvement Leads working closely with Heads of Department to drive gains in learning and develop subject specific pedagogy. We are working on creating a standard curriculum in most of our subjects; this will help reduce teacher workload by taking away the production of high-quality resources and assessments, freeing up our expert teachers to grapple with the delivery of the content and focus on the learning.

Our teaching approach is influenced by the works of educationalists such as Doug Lemov. We are confident we know what works for schools in our specific context, and we have spent a long time codifying our approach, whilst also providing sufficient flexibility for our teachers to add their own unique personality and dynamism to their classrooms. Results are important to us, but we also place great emphasis on developing our students' sporting, artistic, musical, and linguistic talents. For our students to thrive in modern Britain, they must also have an appreciation, understanding and attachment to the rich cultural heritage of our country and its influence on the wider world. All our schools run an extended day to deliver an array of enrichment opportunities and super curricular sessions to provide a truly holistic education.

It is an exciting time to join the City of London Academies Trust, and we very much hope you will be inspired by what you learn about us. We are always excited to meet fellow professionals and there is no better way to get a true sense of a school's culture, values, and ethos than by visiting. We hope you take up this opportunity so you can see what life-changing opportunities our schools provide, and how integral our people are to this mission.



PROFESSIONAL DEVELOPMENT

We are committed to providing individualised and impactful professional development for every member of our COLAT community, and we offer a menu of talent pathways to support you at every stage in your career.

These pathways are research-based, designed for COLAT schools and delivered by experts from across the Trust. They provide Trust-wide training and networking opportunities to support you to achieve your career goals.


The Talent Pathway menu includes:

- **Aspiring to Middle Leadership: Leading a Department**
- **Aspiring to Middle Leadership: Leading a Year Group**
- **Aspiring to Middle Leadership: Leading a Operational Department**
- **Aspiring to Senior Leadership: Curriculum, Teaching and Learning**
- **Aspiring to Senior Leadership: Personal Development, Welfare and Behaviour**
- **Aspiring to Senior Leadership: Personal Development, Welfare and Management**
- **Aspiring to SEND Leadership**
- **Aspiring to Operational Functions Leadership**

If you are interested in one of our Talent Pathways, please do ask for more details during your school visit or interview.

EMPLOYEE BENEFITS

We invest in and support our staff by keeping their development a priority, and we are proud to have a range of benefits to ensure staff feel valued, including:

- **Teachers' or local government pension scheme with a generous contribution from the Trust**
 - **Occupational maternity and adoption pay following 26 weeks of continuous service**
 - **Generous annual leave entitlement**
 - **Sabbatical leave entitlement for up to one year (unpaid) after five years' continuous service**
 - **Cycle to work scheme**
 - **Corporate gym membership rates**
 - **Travelcard loan scheme**
 - **Annual training and development opportunities in addition to in-house staff development**
 - **Access to City of London housing allocation scheme**
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Principal's Welcome

The City of London Academy Southwark (CoLA-S), has been recognised as one of the most improved schools in the country at both GCSE and A-Level, and now sits in the top 20% for progress and attainment for both. In the five years from Summer 2019 to Summer 2024, A-Level A*-B outcomes have improved from 36% to 60%, a jump in ALPS progress scores from 7 to 3. At GCSE, the academy's progress score has improved by +0.97 to a P.8 in 2024 of 0.48. In this time, En/Ma 5+ outcomes have also improved from 36% to 63%. The academy is transforming the life chances of our students; but we're not done yet. In the summer of 2027, the academy's target is to be in the top 1% nationally for A-Level and GCSE outcomes.

How we've achieved this transformation is important to understand if you are considering working with us. Students thrive because we have instilled a nurturing, but highly academic and ambitious environment. The walls of the academy are adorned with the images of the most successful past students. On a termly basis, we celebrate the top academic performer alongside the most improved academic performer, in every year group, every term, in a whole school assembly. We live out the Trust-wide approach to running a 'Warm/Strict' school, with our own mantra of '**Good-Vibes/High-Expectations**'. Therefore, if you want to work in a positive, open and supportive environment to change young people's lives for the better, then look no further.

However, in order to flourish as a colleague at CoLA-S, you need to be prepared to work hard, embrace feedback, and live out our guiding value of **Integrity** on a daily basis. To us, *Integrity* means doing the right thing and owning your mistakes. Every half-term we anoint one student from the CoLA-S community our '*Integrity* winner'; the most highly prized accolade available to students. With it comes lunch with the Principal, the prestigious *Integrity* tie, and a life-time of respect. We expect our colleagues to live out this value to its fullest extent.

Our success has also been built upon rigorous planning. Our academic curriculums are built from threshold concepts specific to the subject discipline whilst the pastoral curriculum develops the whole child, enabling them to understand their role in a global world. This resonates with the academy's purpose; the **Exploration of Life**, as we know our students must leave CoLA-S fully abreast of the best of what has been thought, said and written from our collective humanity.

By joining CoLA-S you will become a part of the City of London family which includes over twenty other schools across the private and state sector as well as many guilds and organisations. We are sponsored by the City of London Corporation, an elected body that looks after the business district around St Paul's. Our relationship with the City fosters collaboration with exceptional educators across our affiliated schools.

The City of London Academy is well respected by the Bermondsey and Rotherhithe community. We are proud of what we have to offer and invite you to find out more. We would encourage you to contact the academy and see what is happening on the ground.

Michael Baxter, Principal



Human Resources Administrator- Job Description

Post:	HR Administrator
Accountable to:	HR Lead/Manager
Post Type:	Permanent
Grade/Range:	JE3 Scale points 6 -10
Salary:	£31,086-£33,384
Working Pattern:	Full time, 35 hours per week, Monday –Friday 8am-4pm, 52 weeks a year This role is required on site, there is no home-working
Location:	City of London Academy, Southwark
Disclosure Level:	Enhanced DBS

Job Purpose To provide high-quality, efficient administrative support across the full HR lifecycle, ensuring accurate records, compliant processes, and excellent service to all colleagues and leaders. The postholder will be central to safer recruitment, on boarding, HRIS data integrity, payroll administration, and employee lifecycle updates, supporting a positive, inclusive culture and safeguarding outcomes across the academy.

Key Accountabilities

Safer Recruitment & On boarding

- Coordinate end-to-end recruitment administration including job adverts, candidate packs, candidate tracking, interview arrangements, and all relevant communications.
- Conduct pre-employment checks in line with Safer Recruitment and KCSIE including right to work, enhanced DBS with barred list, references, medical clearance, qualifications, teacher prohibition checks, Section 128 where applicable.
- Prepare offer letters, contracts; issue on boarding documentation; set up HR files digital and paper.
- Maintain and update the Single Central Record (SCR) accurately and in real time; conduct regular audits and escalate discrepancies.
- Arrange induction schedules and mandatory training including safeguarding, data protection, sexual harassment, health & safety

HR Information Systems & Records

- Maintain accurate staff records on Bromcom, and payroll and any other local systems such as sign in and exit systems, including new starters, leavers, contractual changes, and personal details.
- Ensure data integrity and version control for personnel files; support GDPR-compliant storage and retention.
- From the relevant system produce routine and for absence, head count, training compliance, leaders as required.



- To support with the co-ordination of the academy's School Workforce Census annual return

Payroll

- Process HR changes for payroll cut-off for overtime, new starters, and leavers.

Absence & Wellbeing

- Record and monitor staff absence on Bromcom and Payroll; ensure timely return-to-work documentation and escalation pathways.
- Support occupational health referrals and wellbeing initiatives, scheduling and documentation as directed.

Learning & Development / CPD

- Annually administer mandatory training tracker ensuing completion of statutory training, sending reminders as appropriate and proving compliance reports to leaders.
- Support wider CPD logistics (bookings, attendance, certificates, registers).

Customer Service & Culture

- Provide timely, professional, and confidential HR administrative support to colleagues.
- Support HR projects and continuous improvement initiatives across the academy and trust.

HR Administration & compliance

- Draft routine HR letters and documentation including probation outcome, contract variations, salary statements, performance management, starters, leavers, flexible working, and responding to received reference requests.
- Assist with Trust led internal audits as required and external inspections providing data from systems as required
- Clerk meetings including matters relating to case work.
- Uphold and promote safeguarding policies and safer recruitment practices at all times.
- Ensure compliance with KCSIE, Education Act, employment law, academy/trust policies, and GDPR.
- Champion equality, diversity, and inclusion and contribute positively to staff experience and culture

Other

- To work in collaboration with the COLAT Central HR team as appropriate.
- To cover for absent colleagues in the wider admin team and undertake other duties commensurate with the grade.
- Support the Local Finance and Operational Lead as required
- Attend staff meetings and training courses, conferences, seminars or other meetings as required by own training needs and the needs of the Trust.
- Ensure that confidentiality is maintained and in line with agreed policies and protocols.
- Ensure that statutory responsibilities are maintained, e.g. Data Protection and Freedom of Information.

Confidentiality

- Ensure that confidentiality is maintained and in line with agreed City of London policies and protocols.
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**Safeguarding Children**

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks. We also expect full compliance with all statutory policies and procedures on safeguarding and child protection.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Confidentiality

We expect all staff ensure that confidentiality is maintained and work in line with agreed City of London Academies Trust's policies and protocols. Staff are also expected to maintain statutory responsibilities e.g. Data Protection and Freedom of Information.

General

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. Undertake any other duties which may be reasonably assigned and regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with the Standards Team.



Human Resources Administrator - Person Specification

Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

	Essential	Desirable
Qualifications		
CIPD Level 3 (or working towards); HR-related qualification		✓
Grade 4+ or Grade C or above in English and Maths GCSE	✓	
Experience, Skills and Knowledge		
Experience in a school setting or a Multi Academy Trust		✓
Experience of working in a busy confidential environment or HR administrative function	✓	
Experience of working within a customer focused environment	✓	
Extensive experience of using ICT through data bases and electronic communication	✓	
Experience of using Microsoft Office Suite	✓	
Experience of setting up and running a range of administrative systems	✓	
Good organisational skills, ability to show initiative and to pay close attention to detail	✓	
Experience of using MIS and HR systems	✓	



Experience of managing payroll changes		✓
Excellent communication skills in writing and orally at all levels	✓	
Ability to maintain confidentiality and work in line with GDPR regulations	✓	
Personal Qualities		
Ability to be trustworthy, professional empathetic and have a service orientated approach	✓	
Ability to engage in cooperative working to help teams achieve goals and be resilient under pressure	✓	
Ability to set and maintain the highest standard of professional relationship and behaviour with students and staff	✓	
Ability to manage high workloads and prioritise tasks	✓	
Ability to be trustworthy, professional empathetic and have a service orientated approach	✓	
Ability to engage in cooperative working to help teams achieve goals and be resilient under pressure	✓	
Other		
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Willingness to undergo appropriate checks, including enhanced DBS Checks	✓	
Motivation to work with children and young people	✓	
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓	

CITY OF LONDON ACADEMY SOUTHWARK

HOW TO COMPLETE THE APPLICATION

Vacancy Title: Human Resources Administrator

Vacancy Description: Permanent, Full time -52 weeks a year

Vacancy Location: City of London Academy Southwark

Vacancy Closing Date: Detail as advertised

It is essential that a fully completed application form is submitted. City of London Academies Trust cannot accept CVs alone. It is recommended that you retain a copy of your application form, so you can refer to it if you are invited for interview.

The main sections of the application form ask for various information relating to your work, educational and personal history. This information allows your application to be fully assessed against the criteria/competencies required for the job. When completing the application, you should provide your entire work history, including a description of any gaps in employment. In addition, outline your skills, qualifications and any notable awards. These can be selective, and you only need to provide those you consider relevant to the job you are applying for.

Your letter of application/supporting statements is the most significant element of the application form. Using no more than 1,000 words please provide an accompanying letter explaining why you are applying for this post and how your experience, skills, training and personal qualities match the requirements of the role as set out in the job description and person specification.

As part of your letter of application/supporting statement we are interested in knowing your impact so please provide relevant evidence. For instance, if you are seeking a pastoral role provide relevant data on the reduction of exclusions. If seeking a teacher role provide progress and attainment data of classes taught. If you do not meet all the essential criteria, it is unlikely that you will be shortlisted.

City of London Academies Trust asks that all potential employees highlight any relationships to school governors or employees to ensure all applicants are treated fairly.

For example, it may be inappropriate to offer someone a position within an organisation where they work for a family member or asking someone to take a position where they manage grants for voluntary services when their family works for a relevant voluntary organisation.

City of London Academies Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks in line with Keeping Children Safe in Education, including enhanced DBS checks and a willingness to demonstrate commitment to the standards which flows from City of London Academies Trust vision and values.

Please provide details of two referees, one of whom should be your present/most recent employer. References will not be accepted from relatives or friends. References are requested for all shortlisted candidates unless you specifically request us not to do so. Open references will not be accepted.

This post is exempt from the Rehabilitation of Offenders Act 1974. If you are appointed, you will be required to complete a DBS check. Any information received from the DBS will be treated in the strictest confidence. Having a criminal record will not exclude you from appointment, unless it is considered that the conviction renders you unsuitable to work with children.

Under the Criminal Justice and Court Services Act 2000, it is a criminal offence if an individual who is disqualified from working with children knowingly applies for, offers to do, accepts or does any work with children.

The role is covered by part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.



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