

**ALTUS**

EDUCATION PARTNERSHIP

BRINGING EDUCATION TOGETHER

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# APPLICATION PACK

HR & Recruitment Administrator



Thank you for your interest in working for Altus Education Partnership.

Altus Education Partnership was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from our desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises four academies:

- **Rochdale Sixth Form College** opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has raised achievement in the area dramatically and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly one of the highest performing colleges in the country according to the DfE's Performance Tables and National Achievement Rate tables.
- **Edgar Wood Academy** is a secondary school which opened in a new build in 2021 under Wave 13 of the Free Schools' programme. The Academy has already established a strong reputation in the local community.
- **Kingsway Park High School** has a strong track record of providing its students with an excellent education. The Academy recently benefitted from a new teaching block which opened at the end of 2024.
- **Bamford Academy** provides a caring and nurturing environment for all of its pupils; it is a popular first choice for many parents and young people in the local community.
- **Caldershaw Primary School** joined us in July 2025 and is another Ofsted Outstanding provider. The staff bring a wealth of experience in the primary sector and is regularly oversubscribed.


Altus Education Partnership is now on the cusp of significant and rapid growth, with a high number of schools indicating an interest in joining the Trust, and several of these schools entering into a Trust Partnership Agreement. This means that within three years the Trust could see around 10,000 pupils and students, 1,000 staff and 10 or more academies.

Additionally, the Trust has codified and solidified its relationship with a number of key educational partners in the borough. Most notably, and uniquely in the sector, Altus has a Memorandum of Understanding with Hopwood Hall College around the curricula the two colleges offer, and to support transition of students to post-16 education.

If you feel inspired by our strategy and what we are trying to achieve, I'd be delighted if you submitted your application. Full details and all documentation are in this pack; if you wish to discuss the post further, please do not hesitate to contact us.

I very much look forward to hearing from you.

Yours faithfully



**Richard Ronksley**  
CEO



# ALTUS

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## 1. Our Mission (What we do)

To advance education in the borough of Rochdale and its surrounds so that young people lead happy and fulfilling lives and make a positive difference to their communities and society.

## 2. Our Values (What we believe)

At every level of the Trust, we fully subscribe to the Seven Principles of Public Life. Regardless of legal status, we expect a similar commitment from those with whom we work.

In addition, we are:

**Committed to improving the lives of our young people**

**Clear on our approach to inclusivity and excellence**

**Dedicated to the borough of Rochdale, its communities,  
and its surrounds**

**Accountable for our actions. We will always seek solutions,  
not blame**

**Responsible for one another. If one fails; we pull together. If one  
succeeds; we celebrate. Success or failure; we all learn  
We do what we say we'll do, and we do it well**

## 3. Our Vision (Where we want to be)

To create an inclusive and cohesive system of education in the area that improves the lives of everyone in the borough.



## MAKING YOUR APPLICATION

I hope that when you read this pack you are inspired to apply for the post. If you are, then this is what you need to do:

### Application

1. Click the APPLY NOW button on the job advert page on our website through My new Term.
2. Complete the application online

### Deadline

The deadline for the post is **Friday 26<sup>th</sup> June 2026** to arrive no later than 12:00 noon. Interviews are yet to be confirmed.

### Shortlisting

Regrettably, we are unable to inform candidates who have not been shortlisted. If you do not hear from us, please consider your application unsuccessful at this time.

### Salary

SFCA Pay Scale, points 8 – 11 (£26,343 - £28,634)

### Start Date

As soon as possible.

*Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all its staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.*

*In accordance with the recommendations set out in KCSiE, the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least one reference prior to interview.*

## Job Description

<b>Job Title:</b>	HR & Recruitment Administrator
<b>Reports to:</b>	Director of HR
<b>Contract:</b>	Permanent – Full-time – All year round
<b>Salary:</b>	SFCA Pay Scale, points 8 – 11 (£26,242 - £28,634)
<b>Start Date:</b>	As soon as possible.

## Purpose of the post

### Overall, Purpose of the Post

- Support the Director of HR and team of HR Officers in delivering a high-quality and efficient HR service for the Trust.
- Provide comprehensive, accurate, and timely HR administration support and advice across all aspects of HR, focusing on the development of the HR administrative function.
- Co-ordinate recruitment administration alongside core HR and payroll administrative responsibilities., ensuring a customer-focused approach.

## Key Duties

### Recruitment

- Organise and coordinate recruitment administration activities for teachers and support staff across the Trust.
- Place vacancy advertisements on My New Term, TES, FE, Greater Jobs, and Trust social media (list not exhaustive).
- Track applications, prepare shortlisting packs, and invite candidates for interviews, corresponding with all candidates professionally.
- Maintain the recruitment tracker spreadsheet, recording all applications and recruitment sources.
- Prepare all necessary interview paperwork, including invitation letters, interview plans, room bookings and arrangements.
- Greet and assist interviewees on the interview day, ensuring a smooth process and verifying paperwork as required.
- Archive all applications and recruitment packs, including signed interview notes, ensuring compliance with GDPR.
- Support the HR team with new starter paperwork and ensure all pre-employment checks are completed before employment commencement. Checks include:
  - Identity
  - Barred list

- Enhanced DBS
- Prohibition from teaching
- Professional qualifications
- Right to work in the UK
- Section 128 for management positions
- References
- Medical fitness
- Overseas Checks (where appropriate).

## **Induction**

- Prepare New Starter Welcome Packs.
- Assist with the new staff induction process, ensuring all new staff are invited to scheduled inductions and all relevant paperwork and checklists are organised.
- Issue appropriate induction documentation to new support staff.

## **Employee Records/Staff Database/Single central Record**

- Maintain separate New Starter checklists and update the Single Central Record for each academy/school/college, ensuring all legal checks are recorded.
- Ensure accurate completion of information for new staff.
- Maintain electronic and manual personnel files in line with GDPR requirements, including filing, creating new files, and archiving leaver files.
- Regularly audit personnel files for GDPR and Trust standards compliance.
- Update the DBS spreadsheet/file, ensuring secure storage of DBS records.
- Send DBS applications and pre-employment medical requests promptly and follow up on received confirmations before employment starts.

## **Operational HR**

- Develop and maintain clear and efficient administrative processes for HR, recruitment, and training activities, making them accessible to the Director of HR and CFO.
- Respond to routine HR inquiries (internal and external) promptly and efficiently.
- Manage incoming telephone calls, emails, post, and other paperwork.
- Prepare and issue standard HR letters and documentation.
- Administration of new starters, leavers, and contract variations.
- Ensure all employee lifecycle changes are accurately reflected in HR systems and communicated to payroll within required timescales.
- Monitor and check HR data to ensure consistency between HR and payroll systems ahead of payroll deadlines.
- Advise staff on entitlements according to their terms and conditions of employment.
- Ensure teaching and support staff job descriptions are updated and filed accordingly.
- Liaise with managers to ensure performance management and probation paperwork is completed and probationary letters are issued on time.
- Maintain up-to-date staff training records.
- Support the preparation of documentation for internally promoted staff.
- Use the HR information system for data entry, maintenance, and report production ensuring all payroll related data is accurate and up to date.
- Assist with other HR projects as required.

- Use Microsoft Office for emails, letters (including mail merge), and spreadsheet maintenance.
- Maintain manual and electronic records, including filing, archiving, and shredding.

### **Payroll**

- Provide payroll administrative support.
- Prepare, validate and submit monthly payroll change data in line with monthly deadlines (starters, leavers, variations, absence)
- Ensure all payroll instructions are accurate, authorised, and submitted to deadlines.
- Process contractual changes affecting pay (salary changes, hours, allowances, secondments etc.)

### **Other Duties**

- Ensure confidentiality of information, including safeguarding current, past, and prospective employee information, in line with legal rights.
- Abide by the Codes of Practice set by The Chartered Institute of Personnel and Development.
- Stay updated with developments in employment legislation and HR best practices.

### **Work Environment**

- The role involves frequent interruptions from phone calls and staff, but these do not significantly alter the overall work program.
- Most work is performed using IT.
- The HR/Recruitment Administrator will handle multiple HR tasks, queries, deadlines, and issues concurrently.
- The role involves contact with staff and external contacts, with some travel to other academies/schools/sites within the Trust.

### **Key Contact**

- Leadership Team and Line Managers: Provide general HR administration, advice, and support.
- Academy and College PAs: Support policies and procedures administration processes.
- All
- External third parties: Act as the first point of contact for HR queries.
- College and School Office Staff: Provide general team and administrative support.

### **General**

The job description serves only as a summary of the main responsibilities of the post. It is anticipated that the role will evolve further to suit the development of the Trust and the particular strengths of the jobholder. Other reasonably similar duties may also be allocated from time to time appropriate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

## Person specification

No.	CATEGORIES	Essential/ Desirable	App Form	Interview
<b>QUALIFICATIONS</b>				
1.	GCSEs or equivalent qualifications in English and Mathematics.	E	√	√
2.	CIPD Level 3 qualification or willingness to work towards it.	D	√	√
<b>EXPERIENCE</b>				
3.	Previous experience in an HR administrative role.	E	√	√
4.	Experience using HR databases and Microsoft Office applications (Word, Excel, Outlook).	E	√	√
5.	Experience in the education sector.	D	√	√
6.	Experience using the Every HR platform.	D	√	√
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
9.	Excellent organisational skills with the ability to manage multiple tasks and priorities effectively.	E	√	√
10.	Strong attention to detail and accuracy in all administrative tasks.	E	√	√
11.	Good interpersonal and communication skills, both written and verbal.	E	√	√
12.	Ability to maintain confidentiality and handle sensitive information appropriately.	E	√	√
13.	Strong IT skills, including proficiency in Microsoft Office (Word, Excel, Outlook).	E	√	√
14.	Ability to work independently and as part of a team.	E	√	√
15.	Strong customer service skills with a focus on delivering a high-quality service	E	√	√
16.	Basic understanding of HR processes and employment legislation.	E	√	√
17.	Knowledge of GDPR and its application in HR practices.	E	√	√
18.	Professional and approachable demeanour.	E	√	√

19.	High level of integrity and commitment to maintaining confidentiality.	E	√	√
20.	Flexible and adaptable approach to work.	E	√	√
21.	Strong team player with the ability to build effective working relationships.	E	√	√
22.	Proactive attitude and willingness to learn and develop new skills	E	√	√
<b>PERSONAL CHARACTERISTICS</b>				
23.	An unwavering commitment to the Altus Education Partnership's vision, mission and values	E	√	√
24.	Willing to be accountable and to take personal responsibility for own actions.	E	√	√
25.	Resilience and the ability to grow professionally and flexibly within a start-up and developing organisation	E	√	√
	Willingness to travel to other academies/schools/sites within the Trust as required.			



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