



# Pix Brook Academy Application Pack

## HR Assistant





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# INTRODUCTION

Welcome to Pix Brook Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

**Charlotte Linehan**

**Principal**

[clinehan@bestacademies.org.uk](mailto:clinehan@bestacademies.org.uk)

**Tel: 01462 416243**

**Pix Brook Academy**

Arlesey Road, Stotfold, Bedfordshire SG5 4HB

[www.pixbrookacademy.co.uk](http://www.pixbrookacademy.co.uk)

# ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values.

We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at [www.bestacademies.org.uk/jobs](http://www.bestacademies.org.uk/jobs)

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.

# ABOUT PIX BROOK ACADEMY

Pix Brook Academy is an extended secondary school with approximately 1000 pupils located on the edge of the town of Stotfold.

We opened as a new free school in September 2019, and currently have cohorts from Year 5 up to Year 11. At our core is the moral purpose to educate the socially responsible citizens of the future.

Working at Pix Brook Academy is an unprecedented opportunity to be involved in a genuinely exciting and innovative growth programme and have real influence and input into shaping the future development and success of this creative and rural community school.

We understand the hard work associated with working at a new school. In recognition of this, we are committed to providing all staff with the support and resources to deliver outstanding lessons and develop your career, including:

- Fantastic learning environment in new facilities
- Supportive parents and fantastically well-behaved pupils allowing you to focus on teaching and learning
- Supportive, experienced team with fully planned and resourced SOL for all subjects
- Opportunity to join a growing school and influence the culture and ethos of a new school with associated career progression
- All teachers receive a new laptop
- All classrooms have 21st century technology including Clevertouch interactive screens
- Rural location with extensive parking yet only 35 minutes from London King's Cross

# HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at [www.mynewterm.com](http://www.mynewterm.com) before the closing date.

**Closing date:** Midnight, Sunday 12<sup>th</sup> April 2026

**Interview date:** Week beginning 13<sup>th</sup> April 2026

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

**We look forward to receiving your application.**

## **JOB DESCRIPTION**

<b>Job Title:</b>	HR Assistant
<b>Salary / grade range:</b>	NJC Scale 4D Points 15-20 (FTE £30,024 - £32,597 pro rata - actual £26,832 - £29,131 per annum)
<b>Responsible to:</b>	Principal & Vice Principal
<b>Hours:</b>	37 hours per week, working Monday to Friday, term-time only including inset days and one additional week.

### **Purpose of Role**

- To support the school in its effective discharge of financial and HR matters in accordance with procedures, policy and the legal framework.
- To maintain accurate HR staff records for Pix Brook Academy (PBA) and process all staff changes in a timely fashion.
- To ensure that the recruitment process at the Academy for both teaching and support staff runs efficiently and all candidates are left with a positive image of BEST, its staff and its recruitment process.
- To be responsible for the recording of staff absence on internal and external systems and to report to Beds Borough each month with accurate information about staff sickness absence.
- To keep the Principal or designated senior member aware of staff members hitting sickness absence triggers.
- To support the Principal and Vice Principal with relevant HR administration support to ensure effective communication with all stakeholders.

### **HR Administration**

- To coordinate and be responsible for updating the school's Single Central Record (SCR) and ensure that this is compliant with DfE regulations; reporting back to the Principal as and when required.
- To process and accurately maintain manual and computerised HR record systems, including BromCom.
- To be responsible for the annual leave records for full-time staff and any special leave records for all staff; working in conjunction with the Cover Manager.
- To create, maintain and update staff personnel records - ensuring compliance with data retention policies and disposing of unnecessary information in a secure and timely manner.
- To be solely responsible for the completion of statistical returns regarding Academy staff/personnel within given deadlines.
- To manage the Midday Supervisor/paid lunch duty rota.
- To support and advise managers during formal procedures to ensure best practice and consistency across the Academy.

- To produce official documentation required in formal procedures, taking advice from external HR providers when necessary.
- To collate exit interview data.
- To ensure all internal HR forms are compliant and fit for purpose with regard to changes in legislation.
- To produce guidelines or template forms for SWA and potentially, the Trust on new processes and procedures should none be in circulation.
- To act as Academy system administrator for the Trust's Smartlog training programme. To include creating new staff profiles and assigning training where appropriate
- To process all staff detail amendments and maintain effective HR files
- To process the setting up of all new staff including but not limited to My View, Smartlog, BromCom, DBS, barred list, prohibition check, OH, email signatures, ID badges.
- To instruct PEL once checks are complete to set up necessary accounts
- To support with the writing of policies / guidelines / procedures to increase Academy efficiency
- To track TOIL and plus days linked to contracts, where appropriate
- To support with the appraisal process of teaching and non-teaching staff
- To signpost staff to appropriate employee support where appropriate
- To collate flexible working requests and ensure timely communication
- To act as a liaison with Horizon in the case of formal processes, including staff allegations, whistleblowing or grievance
- To arrange any formal HR process staff meetings for the Vice Principal / Principal where required.
- To take formal minutes at relevant HR meetings

## **Recruitment**

- To be solely responsible for advertising staff vacancies and following Trust recruitment procedures, updating job descriptions when directed.
- To assist with the development of job descriptions and person specifications in conjunction with the central BEST HR team and SLT.
- To deal with enquiries from potential applicants and issue application packs as required.
- To organise the interview process as required; including collating interview packs and administering selection tasks.
- To arrange for pre-employment checks to be carried out i.e. references, medical and DBS clearances, Right to Work in the UK as well as qualification checking.
- To create letters of appointments ensuring associated documentation is provided to the successful candidate and auctioning the resulting staff changes.
- To work with all local and bought-in HR contacts to ensure accuracy, consistency and prompt issue of staff contracts of employment.

## **Absence**

- To record Leave of Absence and daily staff absence provided by the Cover Manager onto all necessary systems (SIMS / Bedford Borough Council) for payroll and recording purposes.
- To monitor individual staff sickness absence and inform line managers/SLT when formal sickness absence triggers have been reached.
- To prepare documentation for all formal sickness absence meetings, supporting SLT when required.
- To ensure Self Certification / Return to Work forms are distributed in a timely manner, ensuring that staff complete these for each sickness absence, upon their return to work.

- To complete statistical returns regarding staff absence within given timescales and ensure accurate information is recorded.

*Please note, Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.*

*Employees will be expected to comply with any reasonable request from the BEST Principals to undertake work of a similar level that is not specified in this job description.*

# PERSON SPECIFICATION

Attributes	Essential	Desirable
<b>Education / Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE level (or equivalent) with English and Maths at A*-C (9-4).</li> <li>• CIPD Level 3 qualified</li> </ul>	<ul style="list-style-type: none"> <li>• A-Levels</li> <li>• CIPD Level 5 qualified</li> <li>• Business Degree</li> </ul>
<b>Professional Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience of working in a busy office environment.</li> <li>• Proven administration and organisational skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in an administration role within education.</li> <li>• Work experience in a similar or same role in an administrative capacity.</li> <li>• Experience of Bromcom Database, and other education data sets.</li> </ul>
<b>Professional Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Good standard of IT skills including word processing, spread sheets, publishing, and data management</li> <li>• Effective written and oral communication skills</li> <li>• Excellent inter-personal skills with the ability to work collaboratively</li> <li>• Ability to take on responsibility and work with autonomy within set boundaries.</li> <li>• Good time management and prioritising skills plus the ability to complete task with a high degree of accuracy.</li> </ul>	<ul style="list-style-type: none"> <li>• Up to date working knowledge of MS Office, especially Excel, and Bromcom (Schools Information Management System).</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Able to work in an organised and methodical way</li> <li>• Able to prioritize and manage workload, working effectively and calmly under pressure</li> <li>• Able to maintain confidentiality</li> <li>• Able to relate well to school staff, external suppliers and maintain good relationships with staff throughout BEST</li> <li>• Open and constructive, accepting of feedback and always willing to learn</li> <li>• A 'can do' positive approach: energetic and enthusiastic with an excellent sense of humour</li> <li>• Self-motivated, self-reliant and well organised</li> </ul>	
<b>Physical</b>	<ul style="list-style-type: none"> <li>• Ability to deal with goods inwards including some physical lifting</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Knowledge of relevant safeguarding/ child protection legislation and best practice</li> <li>• Values and respects the views and needs of children and young people</li> <li>• Appropriate DBS clearance (before post is taken up)</li> <li>• Willingness to undertake additional training</li> </ul>	



	as necessary	
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Able to form appropriate relationships with young people</li> </ul>	
<b>Equality Issues</b>	<ul style="list-style-type: none"> <li>• Able to identify when discrimination is taking place in service delivery or in the workplace and to take appropriate action where this is identified.</li> </ul>	
<b>Specialist Knowledge</b>		<ul style="list-style-type: none"> <li>• Some knowledge of BromCom, Smartlog and financial package systems.</li> <li>• Some knowledge of GDPR</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Willing to adjust working arrangements to meet day to day service demands.</li> <li>• DBS Clearance</li> </ul>	

