



Co-op Academy
Failsworth

HR Administrator



Achieving Excellence Together



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Welcome from the Headteacher



Dear Applicant

Thank you for considering the post of HR Administrator at Co-op Academy Failsworth.

Making the decision to apply for a “new” post is always challenging on a number of levels. It is with this in mind, that I hope that we have given you the appropriate level of detail and information that supports you in making your application.

Our mission statement is “Achieving Excellence Together”. Our priority is to recruit the very best staff for our Academy who have ambition for our students and who show dedication and resilience.

I do hope you find this pack useful and choose to apply for the post. I am sure when you read the contextual information on our website and when you visit our Academy you will find a positive, calm and vibrant community committed to improvement and progress.

Should you decide to apply for this post, please pay particular attention to both the Person Specification and Job Description, demonstrating how you meet the requirements, as this will be used to draw up shortlisted candidates. Electronic applications are preferred.

Good luck with your application.

The closing date is:	Monday 11 th December	(10.00am)
Shortlisting will take place:	Tuesday 12 th December	
Interviews will be held on:	Monday 18th December	

Phill Quirk
Headteacher

About the Academy

Co-op Academy Failsworth, an Academy that has traditional values but which is at the cutting edge of technology. We are part of the Co-operative Academy Trust (CAT) and this brings many benefits.

We are a fully inclusive, popular and over-subscribed 11-16 comprehensive Academy with almost 1500 students on roll. The Academy became a Cooperative Trust School in April 2010 and in 2017 we seamlessly moved to become Co-op Academy Failsworth.

We offer and seek the following:

- We seek to provide a high quality education and pride ourselves on being an Academy that isn't afraid to take risks in order to develop both students and staff.
- We are committed to the support, nurture and development of our staff and place great importance on the provision of high quality professional developmental experiences and opportunities for all of our colleagues.
- We believe that our Academy is a stimulating and enjoyable place to teach and learn. We achieve our goals by a strong team working together in order to raise attainment and to improve our students' learning experiences.
- We want colleagues who want to teach, who demand high standards and who have a wide variety of experiences.
- Who knows what challenges will face us over the coming years? For those staff who are talented, ambitious, hardworking and enthusiastic there will be plenty of career opportunities which will offer you excellent developmental potential.
- In February 2008, we opened our brand new, £30 million state-of-the-art building. The building was specially designed around the students and teachers to maximise space and comfort, making it a safe and enjoyable place to be.
- We are extremely proud of being part of the Cooperative Academies Trust and the ethos that this has afforded our Academy. The last year has seen vast developments for the Academy, with our facilities and our role in the local community.
- We are not just an Academy - we are part of the community and are always looking to widen our participation and work more closely with the local people.
- We will offer you a superb and comprehensive range of CPD activities to further develop your career. Our CPD offer includes visits, whole Academy training, weekly dedicated time for Academy, faculty and individual CPD and collaborative planning. Your career matters to us and we will give you every chance to grow and develop, which ultimately supports our drive to be outstanding and further improve student progress. Every Thursday students finish at 2.00pm. Staff then have two hours dedicated CPD time.

If you believe you have what it takes to build upon our success story then we look forward to meeting with you.

About the Local Area

Failsworth is well placed for employees to live in either the vibrant city centre of Manchester as it is only 3 miles away. Alternatively, Oldham offers attractive and well priced housing in city and rural localities.

Exam Results

GCSE – Including English and Mathematics

	2014	2015	2016	2017	
A*-C	45%	42%	52%	53%	(Now 2 Grade 4s)

These results will improve in the future.

Leadership Structure

Our Senior Leadership Team from September 2016 consists of the Headteacher, two Deputy Headteachers, and a Senior Director of Business and Human Resources.

Our Senior Leadership Group consists of the above four staff plus three Assistant Headteachers, the School Finance & HR Manager and the IT Network Manager. In addition the Academy has a number of Associate Assistant Headteachers.

Staff

There are approximately 190 teaching and support staff across the Academy, all on hand to give help and support and all with the opportunity to participate in high quality professional development opportunities.

We are committed to offering continuing professional development activities for all staff to enable them to develop their career. We also have a number of long established staff who have embraced the internal opportunities - together this has created a friendly, approachable atmosphere.

Wellbeing for staff

One of the 4 aims in our Academy Plan is staff wellbeing. We are a responsible, caring employer who want to support staff to create a high performing team.

Pastoral

The Academy currently operates traditional year group system, with tutors all focused on raising achievement. We call each form a Family, with groups of different ages to reflect normal life both at home and in the workplace. There are 12 Family Groups within each of the year groups.

Students who at times require extra support may be given this additional help in our Gateway Centre which is housed in the adjoining Sports Centre. The Academy has a very successful “Study Zone” and “Gold area” (for SEND students) who may need additional support to access their curriculum entitlement.

Subjects are currently grouped into departments – The core of Maths, English, EBacc subjects, Science, Humanities, MFL and foundation subjects Expressive Arts, IT, Citizenship, PE and Technology.

Extra-Curricular Activities

We have an extra-curricular programme second to none. This not only involves a wide range of trips, visits, musical, sporting, artistic and subject based activities but also a bespoke revision programme five nights of the week for our Year 11 students. Staff at the Academy go the extra mile(s) to support learning and to provide a wide range of opportunities.

Community Engagement

Co-op Academy Failsworth is a focal point for community activity. This takes many forms such as community use of the sports facilities, a wide range of partners using the Academy in the evenings, hosting 'parties' for local OAP homes, supporting local charities.

Facilities

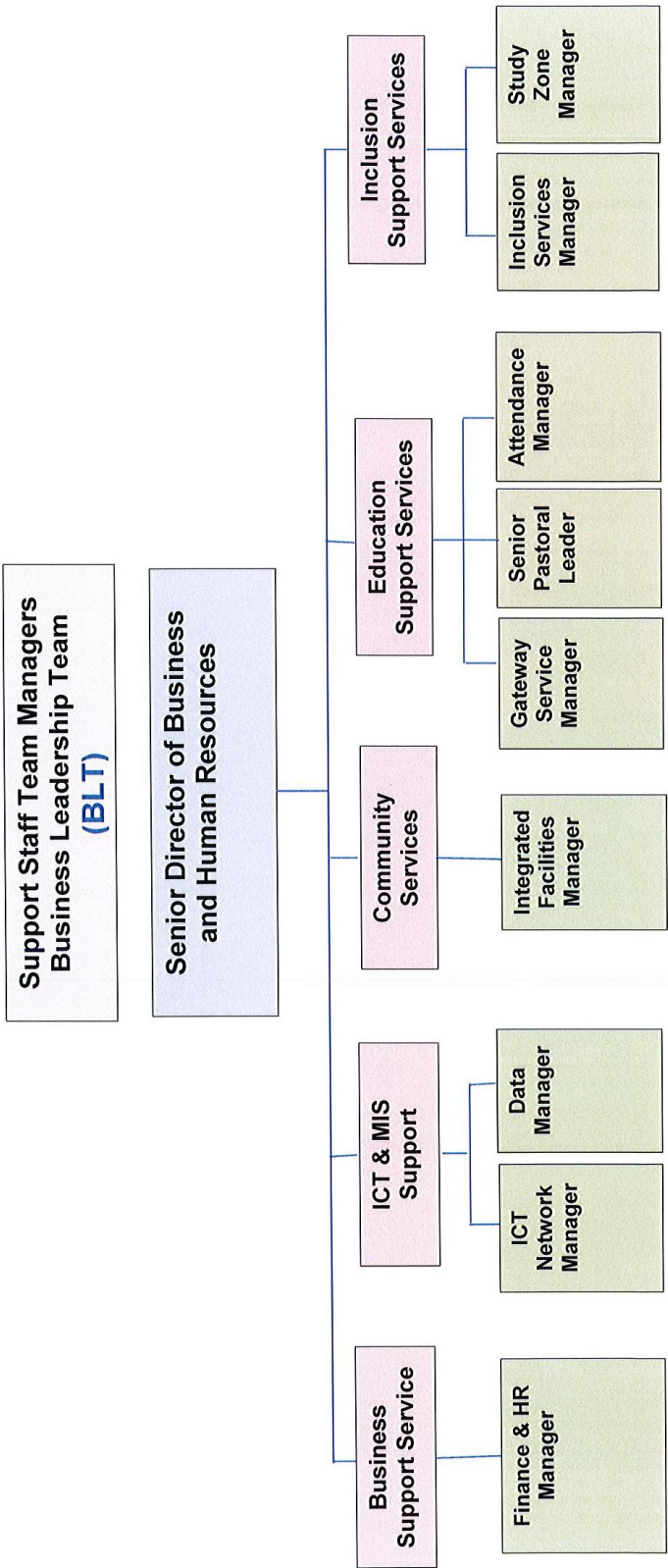
Our facilities are second to none. We have the latest and top of the range equipment benefiting everyone. To name a few:

- Secure access control throughout the Academy
- Secure private parking
- Interactive Whiteboards in every classroom
- Every subject area in the Academy has a work base office
- Every subject has its own wing within a larger faculty
- At least 28 PCs per subject area
- Every classroom is connected to the internet
- 2 Synthetic Astroturf pitches, 1 full size 4G astroturf pitch, 3 MUGA surface areas
- 3 Floodlit Tennis Courts
- Access to swimming pool and gym at the adjacent Leisure Centre
- Recording Studio
- Drama Studio
- Dance Studio
- Excellent facilities in and fully equipped rooms for: Science, Art and Technology
- Soccer Centre – available for community use during evening and weekend

Times of the School Day (Staff do one later finish on either Monday, Tuesday or Wednesday)

Year 7-10		Year 11	
Monday, Tuesday, Wednesday		Monday, Tuesday, Wednesday	
Family Time	8.35 - 8.55	Family Time	8.35 - 8.55
Period 1	8.55 - 9.55	Period 1	8.55 - 9.55
Period 2	9.55 - 10.55	Period 2	9.55 - 10.55
Break	10.55 - 11.15	Break	10.55 - 11.15
Period 3	11.15 - 12.15	Period 3	11.15 - 12.15
Period 4	12.15 - 13.15	Period 4	12.15 - 13.15
Lunch	13.15 - 13.50	Lunch	13.15 - 13.50
Period 5	13.50 - 14.50	Period 5	13.50 - 14.50
		Period 6	14.55 - 15.45
Thursday		Thursday	
Family Time	8.35 - 8.55	Family Time	8.35 - 8.55
Period 1	8.55 - 9.45	Period 1	8.55 - 9.45
Period 2	9.45 - 10.35	Period 2	9.45 - 10.35
Break	10.35 - 10.55	Break	10.35 - 10.55
Period 3	10.55 - 11.45	Period 3	10.55 - 11.45
Period 4	11.45 - 12.35	Period 4	11.45 - 12.35
Lunch	12.35 - 13.10	Lunch	12.35 - 13.10
Period 5	13.10 - 14.00	Period 5	13.10 - 14.00
Friday		Friday	
Family Time	8.35 - 8.40	Family Time	8.35 - 8.40
Period 1	8.40 - 9.40	Period 1	8.40 - 9.40
Period 2	9.40 - 10.40	Period 2	9.40 - 10.40
Break	10.40 - 11.00	Break	10.40 - 11.00
Period 3	11.00 - 12.00	Period 3	11.00 - 12.00
Period 4	12.00 - 13.00	Period 4	12.00 - 13.00
Lunch	13.00 - 13.30	Lunch	13.00 - 13.30
Period 5	13.30 - 14.30	Period 5	13.30 - 14.30

Support Staff Structure



THE ROLE OF HR Administrator

The HR Administrator supports the HR operation of the Academy, dealing with recruitment, appointments, payroll information, policy & procedure.

The successful applicant should have a real interest in the field of people management and experience of supporting educational establishments in aspects of human resources.

Job Description & Person Spec

JOB TITLE	HR ADMINISTRATOR		
GRADE	Grade 3 (SCP 16 – 21) £17,419 - £20,139 <i>(from 01.04.17)</i>	JE CODE	UNIQUE

JOB PURPOSE

To assist and support the Finance & HR Manager with the administration of personnel records, payroll, recruitment and data, and offer an effective administrative support service, ensuring confidentiality at all times.

KEY TASKS – Recruitment

1. Undertake duties in connection to the school recruitment procedures, including creating vacant job packs; placing job adverts; collating job applications; requesting references; etc.
2. To provide support to the Finance Manager in relation to recruitment processes and safeguarding matters.
3. Maintain the recruitment records held in school.
4. To organise / assist with the organisation with scheduled interview days, including booking of rooms, buffets, or any other request by the lead senior member of staff.

KEY TASKS – Human Resources

5. Undertake the preparation of new employee files, including offer letters, contracts, legal documentation, DBS checks and other relevant paperwork.
6. To undertake the efficient and accurate preparation, input and maintenance of information and data into the personnel systems operated by the School in accordance with agreed procedures and regulations.
7. To undertake tasks associated with payroll, ensuring information required by the payroll provider is accurate and received in time for the necessary deadline. To answer general queries connected to payroll, which may require some investigation and liaising with the payroll provider, pension funds, and HMRC (for tax related issues).
8. Maintain staff sickness and absences records, ensuring correct statutory paperwork is completed and recorded.
9. Create, maintain and update confidential HR records for all staff
10. Undertake administrative duties in connection with personnel changes, variations to contracts and terminations of contracts for staff
11. Maintain staff records for maternity, paternity, adoption and shared parental leave, ensuring all relevant documentation is received, completed, and pay adjusted

accordingly.

12. Provide help and advice to staff and external parties as and when required in relation to personnel matters.
13. Provide HR reports / data as directed by Line Manager or Senior Management team.
14. Under the direction of the Finance & HR Manager maintain accurate records on the Single Central Register in accordance with Safeguarding policy and procedures.
15. Under the direction of the Finance & HR Manager, assist with the completion of the School Workforce Census to ensure the statutory return is completed within set deadline

KEY TASKS –Administration

16. To be responsible for the maintenance of an efficient filing system for all personnel data.
17. Undertake tasks associated with payroll, such as timesheets, car mileage, ensuring information required by the payroll provider is accurate and received in time for the necessary deadline
18. To answer general queries connected to payroll, which may require some investigation, and liaising with the payroll provider, pension funds, and HMRC (for tax related issues).
19. To assist with clerical, administrative and reception tasks, if required, working as part of a team with other colleagues based within the school office.
20. To undertake other administrative duties within the Finance and HR Office appropriate to your grade.
21. Provide advice and training to staff on relevant procedures

STANDARD DUTIES

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and

that of the team/school.

6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

CONTACTS

Colleagues within the School, pupils, parents/carers and members of the public, the Governing Body, Senior Managers, officers of Oldham Council and representatives from partner organisations, outside agencies and service providers

RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT:

Responsible to: Finance & HR Manager

Responsible for: N/A

SPECIAL CONDITIONS

DBS Disclosure required – Enhanced

	DATE	NAME	POST TITLE
PREPARED			
REVIEWED			
REVIEWED			

PERSON SPECIFICATION

Job Title: Finance & HR Administrator (Finance Focus)

	Selection criteria (Essential)	Selection criteria (Desirable)	How Assessed
Education & Qualifications	Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework	NVQ 2 in Business Administration or equivalent	AF / I
Experience	Experience of working in a personnel environment.	Experience of using SIMS	AF / I
	Experience of developing and administering HR procedures and systems	Experience of working in a school / educational HR environment	AF / I
	Experience of using computerised packages for HR administration, e.g. word processing, spreadsheets, databases and raising/ processing invoices		AF / I
	Experience of undertaking a range of administration/clerical tasks		AF / I
	Experience of team-working to work effectively with others and meet deadlines and goals		AF / I
	Experience of working in a busy office environment.		AF / I
Skills & Abilities	Excellent communication skills to deliver polite, courteous and efficient customer service and to give information and advice to range of audiences on financial / personnel matters		AF / I
	Analytical skills to interpret information to solve problems and make recommendations for action		AF / I
	Excellent organisational skills to prioritise own work and complete		AF / I

	<p>tasks to tight and potentially conflicting deadlines</p> <p>Ability to be methodical and thorough to ensure work is accurate</p> <p>Initiative to respond to unexpected problems, using recognised policies and procedures as a guide</p> <p>Ability to work under pressure</p> <p>Ability to work independently and on own initiative</p>		<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
Knowledge	<p>Understanding of the need of data protection within a school and the need to keep information confidential</p> <p>Understanding of why safeguarding is important when working with children and young people</p>	<p>Understanding of Teaching and Support staff contractual terms and conditions</p>	<p>AF / I</p> <p>AF / I</p>
Work Circumstances	<p>Be prepared to work flexibly at all times and occasionally outside office hours</p>		<p>I</p>

Abbreviations: AF = Application Form; I = Interview.

NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview

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