



LEARNING TRUST

Standing Together, Learning Together



## Candidate Information Pack HR Administrator

Closing Date Tuesday 7<sup>th</sup> May 2024 at 9.00 a.m.  
Interviews to be held WC 13<sup>th</sup> May 2024



Golborne Community  
Primary School



**SOUTHLANDS**  
HIGH SCHOOL  
Endeavour for Excellence



Standish Community  
High School

**be** Outstanding!





**Chief Executive Officer: Neil Moore**

It is with great pleasure that I introduce you to the Mosaic Learning Trust and I hope this information will enable you to decide on your suitability to join our journey and become part of our growing team. As a Trust, we are determined to challenge our students inside and outside the classroom to strive for individual excellence and to achieve the highest academic standards. Our Trust is committed to supporting every student so they can develop to their full academic potential whilst experiencing a wide and exciting range of opportunities to equip them with the skillset for a successful future as rounded, mature and confident members of modern society.

I am very proud of the Trust, its students, staff and Trustees. Education at Mosaic provides much more than exam excellence. It aims to develop and nurture our children to take their place as caring and confident young people in the outside world. Our staff have opportunities to engage in high quality Continuous Professional Development and all staff have access to our supportive, well-being packages. We would like to invest in the long-term career of an exceptional candidate and would welcome visits from prospective applicants.

**Who we are:**

The Mosaic Learning Trust was established in 2017. The ambition for all in the Trust is to serve the educational interests of students in becoming successful learners, confident individuals and responsible citizens, irrespective of background or ability. We have set our Trust on achieving:

- Ambitious expectations with successful outcomes so that no child is left behind in achieving all they can
- Academies committed to excellent teaching and learning with highly performing personnel
- Well led academies across all levels working within well-established staffing structures
- Self-evaluation built around accountability, development and improvement. Each academy will have data astute and responsive management systems
- Academies that offer engaging, relevant and well-considered curricula
- Excellent Trust governance that will ensure we are a Trust that is financially viable and forward thinking
- Academies that provide safe and positive learning environments

At **Standish Community High School**, we are committed to the highest levels of academic achievement, personal growth and lifelong fulfilment. Our motto 'Be Outstanding' captures our determination and belief that all of our students deserve the very best education and opportunities that enable them to flourish and grow in confidence and develop the skills and expertise, to become happy and well-rounded, successful individuals.

**Southlands High School** believes in being a strong and loyal community in which every student and every member of staff is supported to achieve their very best and reach their fullest potential. Through high quality teaching, strong pastoral systems and a focus on personal development, we seek to prepare each and every student for the bright and optimistic future ahead of them.

At **Golborne Community Primary School**, our constant aim is to facilitate children's learning in a warm, encouraging and respectful community existing in a quality and stimulating environment. Our ethos relies heavily on the concept of independent learning and self-discipline. We hope to develop in all children the desire to learn and the ability to apply their full knowledge. At the same time, we want to help each child find the self-esteem and confidence that are so necessary to live a full and happy life.

## **What are the Benefits of Working for the Mosaic Learning Trust?**

At the Mosaic Learning Trust, we understand that investing in our staff is the best investment for our students and offer a wide range of strategies to help our teachers and support staff to be highly effective in their roles. The Trust offers: -

### **Salary**

We offer competitive salaries for teaching staff in line with the School Teachers Pay and Conditions Document. We also offer competitive salaries to school support staff on an incremental salary scheme, paid according to agreed pay grades using national spinal column points. Support staff receive an increment on 1<sup>st</sup> April each year, or when they have completed six months of service if appointed between October 1<sup>st</sup> and March 31<sup>st</sup>, until they reach the top of the band within their pay scale.

### **Pension**

The Trust offers access to a substantial contributory pension scheme in line with the Teachers Pensions and Local Authorities.

### **Generous Holidays**

Full year support staff have a statutory right to 28 days paid holiday a year including bank holidays, the Trusts' minimum entitlement for support staff is 35 days (including bank holidays) increasing to 40 days (including bank holidays) after 5 years' continuous local government service.

### **Wellbeing**

We are committed to supporting the physical and mental wellbeing of our staff. We offer occupational health services, Schools Advisory Service (SAS) – wellbeing services, an employee assistance program, free flu vaccinations, eye care, discounted local gym memberships and we are a part of the cycle to work scheme.

### **Trust 'Inset Days'**

The Trust offer additional Inset Days to give staff non-contact time for additional training, CPD, preparations, department time, leadership time etc.

### **Learning and Development**

Learning and Development is essential to the success of the Trust and will help us meet our objectives and address the challenges we face over the coming years. This is an on-going process and one which should therefore be continuous throughout the year. There are many opportunities in the course of day-to-day work for learning and development to take place and service-specific training is provided appropriate to the needs of the job.

We also have an e-learning portal, through the National College which provides employees with access to a range of online courses and resources at a time that suits them, designed to help them enhance their professional development and refresh their learning, with new courses being added regularly.



April 2024

Dear Applicant,

**HR Administrator**

Many thanks for your interest in the above position. Please find enclosed the following documents:

- ❖ Job Description
- ❖ Person Specification
- ❖ Application Process

Standish Community High School is advertising for a permanent HR Administrator to commence employment as soon as possible.

The successful candidate will be able to maintain and develop the positive relationships built with all staff and stakeholders and be aware that the post is key to representing the school and its ethos. Working in a school can present challenges that arise without notice and the successful candidate will also be expected to have a flexible approach to tasks and the ability to have a measured response to difficult situations.

The working hours will be 37 hours per week, term time plus 2 weeks, 08.00 until 16.00 Monday to Thursday and 08.00 to 15.30 on Fridays.

This full-time role will be based at Standish Community High School, however as we are part of Mosaic Learning Trust, there may be occasions when you will be required to work at other schools within the Trust.

You can apply through Teacher Vacancies [Find a job in teaching - Teaching Vacancies \(teaching-vacancies.service.gov.uk\)](https://findajobinlearning.service.gov.uk). You can also apply by filling in a School application form found on the School Website or on the [Home | greater jobs](#) website. Late applications will not be considered. Completed application forms can be forwarded by email to: [recruitment@standishchs.wigan.sch.uk](mailto:recruitment@standishchs.wigan.sch.uk)

Applications will be considered as soon as they are received, and the closing date will be Tuesday 7<sup>th</sup> May at 9.00 a.m. Interviews are scheduled to take place WC 13<sup>th</sup> May 2024. Any offer of employment is subject to a satisfactory enhanced criminal record check with barred list check through the Disclosure and Barring Service (DBS), medical clearance, references, and verification of qualifications satisfactory to the Trust.

Yours faithfully,



Miss R Atherton  
**Trust H.R. Manager**



# Standish Community High School

April 2024

Dear Applicant,

Welcome to Standish Community High School.

Thank you for considering an application to permanent position of HR Administrator at Standish Community High School. I am happy to recommend Standish to you as a high performing and successful school with an intake of 1300 students. In our most recent Section 8 Ofsted Inspection carried out in October 2021, we retained the judgement of "good". However, we continue to work relentlessly to achieve "outstanding" (<https://files.ofsted.gov.uk/v1/file/50173438>)

Our attainment figures place us amongst the top non-selective state-funded schools in England. This accolade has contributed to our designation as a Leading-Edge school by the Secondary Schools and Academies Trust (SSAT). Standish Community High School has been placed in the top 10% of non-selective schools nationally for attainment and we were placed in the top 20% of schools nationally for progress. These awards, along with others we have received, show our aspirations and ambitions for our students and equally the commitment, dedication, and professionalism of our staff. We were delighted that our successes have continued in 2023 with our outstanding GCSE results.

Although all schools are facing considerable change in education, we believe that our core values and positive ethos will guide us as we face the future. As a school, we remain entirely focused on and determined to unleash the potential in all students irrespective of background or ability.

Hopefully, this has inspired you to take a serious look at Standish. I consider it a tremendous privilege to be the Headteacher at Standish and lead such an incredibly well-motivated and inspiring team of teachers and support staff.

I look forward to receiving your application form.

Yours faithfully,

Mrs L Barker  
**Headteacher**

## JOB DESCRIPTION

INTRODUCTION	
<b>Post Title:</b>	HR Administrator
<b>Purpose:</b>	To provide an efficient, responsive, and high-quality HR service
<b>Line Management:</b>	School Operations Manager
<b>Liaising with:</b>	HR Manager, HR Team, Cover Manager Headteacher, SLT, teachers, support staff, students and outside agencies
<b>Working time:</b>	37 hours per week working term time plus 2 weeks 08.00 am to 16.00 pm Monday to Thursday 08.00 am to 15.30 pm on Fridays
<b>Salary/Grade:</b>	Grade 5, SCP 8 (£24,702.00) – SCP 14 (£27,334.00) Actual salary £21,888.01 – £24,220.18 per annum dependent on current point and continuous service
<b>Disclosure Level</b>	Enhanced
<b>Conditions of Employment</b>	No holidays are permitted during the 190-day teaching year.
<b>Main Duties / Job Outline</b>	<ul style="list-style-type: none"> <li>• Carry out a wide range of administrative functions relating to all aspects of work within the HR team including, but not limited to recruitment, on-boarding, employee relations, data entry, data analysis, updating and maintaining the Single Central Record, learning and development, benefits management and off-boarding.</li> <li>• Support the efficient running of the entire recruitment and selection processes which will include the full safer recruitment process, producing panel packs, sending out invites, checking applicant details, producing schedules, arranging DBS, pre-employment medicals etc.</li> <li>• In liaison with the Headteacher create and update job descriptions.</li> <li>• Maintain accurate electronic and paper records of the recruitment and selection process.</li> <li>• To provide a key role in supporting the Headteacher and School Operations Manager in planning, monitoring and reviewing financial and budget provisions in respect of all personnel and Human Resource matters.</li> <li>• Generating offer letters, contracts, contractual changes.</li> <li>• Processing new joiners onto the HR and MIS Systems and liaising with internal stakeholders to ensure everything is set up in time for the new starters arrival.</li> <li>• Carry out staff inductions where necessary.</li> <li>• Send out induction materials and probationary review forms to line managers for their new starters. Monitor the return of induction information and probation forms and follow up with line managers where these are not completed.</li> <li>• Record and monitor staff absence and follow up on sickness/return to work interview documentation. Ensure the receipt of medical certificates where appropriate, instigate OH referrals at the request of the Headteacher or HR Manager, arrange Risk Assessments (RA) where appropriate and in some instances go through the RA with the employee.</li> <li>• Processing changes (salary, roles, hours etc.) on the HR Information Systems and sending instructions through to payroll.</li> <li>• Process and monitor Leave of Absence protocol.</li> <li>• Ensure all employees correspondence is filed away correctly and securely in individual personnel files and staff leavers are archived.</li> </ul>



	<ul style="list-style-type: none"> <li>• Support with general HR administrative tasks, record staff training and assist with staff returns e.g., data collection, Register of Business Interests, DBS renewals, AAOs for both teaching and support staff.</li> <li>• When required arrange temporary / agency cover for support staff and long-term temporary /agency cover for teaching staff.</li> <li>• In the absence of the Cover &amp; Exams Manager and during examinations season arrange cover for staff absence and internal timetable changes</li> <li>• Support with administrative tasks for long term supply and trainee teachers by requesting usernames and passwords for the network and Arbor and adding them to the InVentry system.</li> <li>• Support the Assistant Headteacher ensuring that ECT review documents are sent over to the appropriate registered body.</li> <li>• Liaise with volunteers and placements students ensuring the appropriate checks have been carried out.</li> <li>• Act as a point of contact to answer and deal with day-to-day enquiries (both internal and external) in a timely and efficient manner, signposting or referring when needed.</li> <li>• Ensure all staff have relevant training assigned and are up to date and compliant.</li> <li>• Ensure that staff training records are maintained.</li> <li>• Advocate the development of HR systems and processes and assist with other HR projects where required.</li> <li>• Support with employee relations cases when required including general administration and being present at informal and formal meetings to take minutes.</li> <li>• To analyse and evaluate complicated data/information to produce relevant detailed reports as requested.</li> <li>• Awareness of all the HR policies, acting in line with them and implementing them where necessary.</li> <li>• Be committed to the continuous improvement and review of current practices and procedures; making suggestions for revision where need for change is indicated.</li> <li>• To contribute to the overall ethos, work and aims of the schools.</li> <li>• To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.</li> <li>• To attend and participate in meetings as required.</li> <li>• To participate in training and other learning activities and performance development as required.</li> <li>• Carry out any other such reasonable duties as may be determined by the scope of the post.</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• To carry out the duties in the most effective, efficient and economic manner available.</li> <li>• To continue personal development in the relevant area.</li> <li>• To participate in the staff review and development appraisal process.</li> <li>• To support the development and promotion of an image that is consistent with the aims of the school.</li> </ul>
<b>Health and Safety Training</b>	<ul style="list-style-type: none"> <li>• To undertake Health and Safety Training on areas within the designated work area</li> <li>• During fire evacuations be responsible for accounting for staff / being a fire marshal and follow procedures explained in the Fire Safety and Evacuation Procedures Policy</li> </ul>
<b>Other Specific Duties</b>	<ul style="list-style-type: none"> <li>• To carry out the duties in the most effective, efficient and economic manner available</li> <li>• To continue personal development in the relevant area</li> <li>• To support the development and promotion of an image that is consistent with the aims of the school</li> <li>• Provide general clerical / admin support, when directed.</li> <li>• Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person</li> <li>• Commitment and support to ensure equal opportunities for all</li> </ul>

	<ul style="list-style-type: none"> <li>• Contribute to the overall ethos / work / aims of the school</li> <li>• Appreciate and support the role of other professionals</li> <li>• Attend and participate in relevant meetings as may be reasonably directed</li> </ul>
<b>School Ethos</b>	<ul style="list-style-type: none"> <li>• Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example</li> <li>• Promote actively the school's corporate policies</li> <li>• Comply with the school's health and safety policy and undertake risk assessments as appropriate</li> </ul>
<b>SIGNATURES</b>	
<p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.</p> <p>Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from the Headteacher / SLT link to undertake work of a similar level that is not specified in this job description.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Signed .....</p> <p style="text-align: center;">(HR Administrator)</p> <p>Dated .....</p> <p style="text-align: center;">(HR Administrator)</p> </div> <div style="width: 45%;"> <p>Signed .....</p> <p style="text-align: center;">(Headteacher)</p> <p>Dated .....</p> <p style="text-align: center;">(Headteacher)</p> </div> </div>	
<b>SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE</b>	
<p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	





## PERSON SPECIFICATION HR ADMINISTARTOR

Aspect	Essential / Desirable
<b>EXPERIENCE</b>	
Experience of using a range of computer packages i.e., Microsoft Office & Arbor	E
Experience of undertaking a range of routine clerical tasks	E
Strong organisational skills, able to organise own workload, prioritise tasks / solve problems and work to deadlines within a busy school environment	E
Previous experience in similar role	D
<b>TRAINING &amp; QUALIFICATIONS</b>	
Minimum of 3 GCSE's Grades (A to C) including English and Mathematics or equivalent qualifications	E
NVQ Level 2 in Business Administration or equivalent relevant qualification / QCF credit value or willingness to work towards within agreed timescales	E
Experience of HR software	D
<b>KNOWLEDGE &amp; UNDERSTANDING</b>	
<b>Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post</b>	
Knowledge of school related office procedures	D
Knowledge of working within a school setting or learning resource facility	D
Good numeracy and literacy skills	E
Understanding of a range of general finance and HR processes	D
<b>PERSONAL SKILLS, ABILITIES AND COMPETENCIES</b>	
<b>Applicants should be able to provide evidence that they have the necessary skills and abilities required</b>	
Ability to deliver polite, courteous and efficient service	E
Excellent communication skills to deal with adults and children	E
Ability to use initiative to respond and resolve problems	E
Ability to work effectively as part of a team and individually	E
Resilience and confidence to work efficiently in a busy and demanding environment	E
Proven ability to establish and maintain contract with a broad spectrum of individuals and external agencies	E
Maintain confidentiality where appropriate	E
Adaptable, flexible, diplomatic, tactful and committed to success	E
Willingness to work occasional unsociable hours	E
Understanding procedures with regards to Safeguarding	E
Be aware of Best Practice with regard to working with young people	E
<b>PERSONAL QUALITIES</b>	
Integrity, professionalism and diplomacy	E
Tact and a sense of humour	E
A personal and friendly nature	E
<b>APPLICATION</b>	
Accurate completion of school or online application form	E
Letter which addresses person specification, evidence in letter and application	E
High standards in spelling and writing	E
<b>LEGAL ISSUES</b>	
Legally entitled to work in the UK	E
Enhanced DBS Clearance	E

## Arranging a visit:

Candidates wishing to visit the school or arrange a telephone discussion can contact Amy Unsworth, who will arrange a suitable time: 01257 478731.

## Application process:

To apply, please use the Teaching Vacancies or School application form.

Advertising date: 16<sup>th</sup> April 2024  
Closing date: 7<sup>th</sup> May 2024 at 9.00 a.m.  
Short listing: 7<sup>th</sup> – 9<sup>th</sup> May 2024  
Interview date: WC 13<sup>th</sup> May 2024

In line with Safer Recruitment guidelines, we will be taking up references in advance of the interviews and taking them into account throughout the interview process.

Standish Community High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures ([link to policies](#)). Enhanced checks through the Disclosure and Barring Service (DBS) will be required for this post.

The post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulation and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations and is also subject to medical clearance.

More information about the school can be found on the website [www.standishchs.wigan.sch.uk](http://www.standishchs.wigan.sch.uk)

When completing your Teaching Vacancies or school application, please ensure that all sections are completed, gaps in employment history are accounted for and details of awarding bodies are included. You should refer to the job description and person specification to guide your application. Your supporting statement should be no more than 2000 words. Please note that late applications will not be considered.

