

# WELCOME



## HR Assistant

**Deadline: Friday 31<sup>st</sup> December (12.00 midday)**

**Altus Education Partnership Application Pack**

Dear Colleague,

Thank you for your interest in working at Altus Education Partnership. I hope that you will find this pack useful in completing your application.

The Altus Education Partnership was formed in April 2017. It is a multi-academy trust formed by the governing body of Rochdale Sixth Form College and dedicated to the improvement of education in the borough of Rochdale. The Trust's mission arose from and built upon the successes and values of the sixth form college. In short, our mission is to create a family of academies from early years to 18 that enables students in the borough to progress to an aspirational career, a fulfilling life and to make a positive contribution to society.

Rochdale Sixth Form College (RSFC) 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, and regularly one of the highest performing colleges in the country according to the DfE's performance tables and national achievement rate tables.

To work at Altus Education Partnership, you must aspire to be an outstanding colleague. You must be willing to share and learn. You must be prepared to go the extra mile, be a leader not a follower. Above all else, you must like young people and aspire to make them outstanding citizens.

We wish to appoint someone who will help us to continue to make a positive difference to the lives of young people in the borough. In return we promise a supportive and enjoyable working environment, and the resources needed to carry out the role to the highest standards.

I very much look forward to hearing from you.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Z. Z. Z.', is written on the page.

# Making your application

I hope that when you read this pack you are inspired to apply for the post.

## Application

1. Complete the Altus Education Partnership application form.
2. Send your application by email to [recruitment@altusep.ac.uk](mailto:recruitment@altusep.ac.uk) or
3. Post your application to Altus Education Partnership c/o Rochdale Sixth Form College, College Road, Rochdale, OL12 6HY.

## Deadline

The deadline for the post is **Friday 31 December 2021** (to arrive no later than 12.00 midday).

Interviews are expected to take place week commencing **Monday 10 January 2022**.

## Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us your application has been unsuccessful on this occasion.

## Salary

The post will be paid on the **Sixth Form Colleges Support pay spine, Scale Point 10 to 15, currently £22,034 - £25,638.**

## Start Date

**Immediately**

## For an Application Pack

1. Visit [www.altusep.com](http://www.altusep.com) or
2. Contact Sadia Rashid – Trust Head of HR: [recruitment@altusep.ac.uk](mailto:recruitment@altusep.ac.uk) or
3. Telephone 01706 769800.

# Altus Education Partnership Values

**The values of the Altus Education Partnership will be embedded and visible throughout all the academies. Each will have its own unique identity built around the core Trust values. These are:**

- Unrelenting commitment to improve the quality of our provision and enhance the lives of our students.
- Openness in the way we build trust and bring purpose to our work as a Multi Academy Trust.
- Accountability through the rigorous, transparent and forensic analysis of all aspects of our performance.
- Commitment to the principles of inclusion and equality.
- Dedication to the borough of Rochdale and its surrounds.
- Collective responsibility for one another and the results of all our students – ‘if one fails, we all fail’.

**The Ambition is that by the time students leave they will:**

- Have achieved their personal academic potential giving them a greater choice in life.
- Have the highest aspirations and developed the self-esteem, confidence, and emotional resilience to exploit their potential.
- Be contributing members of the community and have compassion for others.
- Be able to celebrate their success and that of others.
- Have developed the confidence to overcome barriers to success.
- Be articulate, creative, and prepared for future growth and learning.
- Be happy!

## **Shared Objective for all Staff**

**"To maximise students' achievements"**

- At Altus Education Partnership we do this through engaging our students in their subjects and inspiring them to enjoy their studies in a totally positive atmosphere.
- Our students are challenged to achieve through a culture of high expectations and a belief in their ability.
- Above all, staff at Altus Education Partnership like their students and demonstrate this through their daily conduct and interaction.

# Background Information

## **Rochdale Sixth Form College**

### **High Academic Standards, High Expectations – No Barrier to Underachievement**

Rochdale Sixth Form College has become one of the country's leading Sixth Form Colleges. It promises outstanding learning and teaching, with excellence being important in everything the College does. At RSFC we have simple systems and processes that are executed superbly well – this is important. We have no intention of complicating our organisation. Excellence in the classroom, abundance of powerful support, forensic tracking of student progress, the highest expectations for all students and a positive culture are central to our philosophy. The minute we move away from these beliefs is the minute we take our eye off the ball and that is not what RSFC is about. All students are expected to achieve at least their potential and more. We want to inspire, motivate and enthuse and want the young people who walk through our doors to develop a positive 'can do' attitude and with it the self-confidence and self-belief that comes from being successful.

### **Inspiring and Passionate Staff**

Having the right values are crucial at RSFC. High expectations and empathy are core principles at RSFC for all staff. Caring for our young people and being compassionate does not mean compromising on academic rigour. We expect staff at all levels to have the expertise and commitment but also to be passionate about young people and love working alongside them. All staff will build self-confidence and self-esteem into students through their daily interactions and have a burning desire to see them achieve their potential. High expectations of students and a total belief in their potential are an absolute must!

## **Edgar Wood Academy**

We are incredibly excited to have been chosen by the Department for Education (DfE) to open a new school to serve the local community in Middleton and Heywood. Helping our students realise their potential lies at the heart of everything we do. Through a culture of mutual respect, positive behaviour and high standards, we aim to inspire and engage all pupils, regardless of prior attainment or social background.

We have been progressing our plans to open the Edgar Wood Academy since entering the 'pre-opening' phase of the free school process in June 2019 and are preparing to welcome our first year 7 students in September 2021.

Our 11-16 state-funded secondary school has been working closely with Rochdale Borough Council to meet the estimated shortfall of places for current year 6 students and is proposed to open with an initial intake of 120 year 7 students in temporary accommodation within the grounds of Hopwood Hall College's Middleton campus in September 2021. The permanent school building is targeted to open in September 2022.

Outline planning permission has been granted for the permanent site, which will be located on land at Bowlee, accessed off Heywood Old Road in the Middleton area of Rochdale. This will be a new modern building with state-of-the-art facilities.

# Job Description

<b>Job Title</b>	<b>HR Assistant</b>
<b>Reports to</b>	<b>Trust Head of HR</b>
<b>Line manages</b>	<b>NA</b>
<b>Remuneration</b>	<b>Appointment will be made on the nationally agreed Sixth Form College Support Staff pay spine based on qualification and experience.</b>  <b>The salary scale for this role is Scale Point 10 to 15, currently £22,034 - £25,638.</b>
<b>Contract</b>	<b>Full-Time – Permanent – 37 hours per week – all year round</b>
<b>Start date</b>	<b>Immediate</b>

## Overall Purpose of the Post

- Support the Trust Head of HR in providing high quality and efficient HR service for the Trust.
- This is a “customer” focused role to provide comprehensive, accurate and timely HR administration support and advice across all aspects of HR and to assist with the development of the HR administrative function.
- Working with staff within the Trust, with particular focus on recruitment, employee records, operational HR and payroll administration.

## Key Duties

### Recruitment

- Organise, coordinate all recruitment activities of teacher and support Staff across the Trust.
- Place vacancy advertisements with TES, FE, Greater Jobs and Trust websites.
- Track applications, prepare shortlisting packs and invite candidates for interview, corresponding with all candidates in a polite and professional manner.
- Record all applications and recruitment sources and maintain the recruitment spreadsheet.
- Prepare all paperwork for interview; invitation to interview letters; interview plan for candidates; book rooms and catering; inform security and reception; prepare interview folders for interview panel.
- Greet interviewees and make them welcome on the interview day and ensure interviews run smoothly, checking and copying paperwork as required.
- Retain and archive all applications and recruitment packs, including signed interview notes.
- Support the Trust Head of HR in the administration of new starter paperwork for the successful candidate.
- Ensure all new starter paperwork is complete and returned for all pre-employment checks to be carried out, and all legal checks satisfactorily completed, prior to commencement of employment. Follow up where necessary, check thoroughly against the application form and for appropriate content, highlighting any areas of concern to the Trust Head of HR. The checks include the following:

- identity checks
- barred list check
- enhanced DBS check
- prohibition from teaching check
- check of professional qualifications and QTS where appropriate;
- check to establish the person's right to work in the United Kingdom
- A section 128 check for people in management positions.
- References checks
- Medical fitness check

### **Induction**

- Assist in preparing New Starter Welcome Packs.
- Support the Trust Head of HR with the new staff induction process, ensuring all new staff are invited to the scheduled induction, organising all relevant paperwork and induction checklists and ensuring all new support staff are issued with appropriate induction documentation.

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

- Responsible for maintaining separate New Starter checklists and the Single Central Record for each academy/school/college for all staff, ensuring all legal checks are recorded, highlighting any areas of concern to the Trust Head of HR.
- Ensure information for new staff is accurately completed.
- Maintain the electronic and manual personnel files in line with the GDPR requirements; filing, create new files for staff, remove leaver files.
- Update staff data as and when required.
- Scan all new starter files onto system and relevant information on to staff records.
- To regularly audit personnel files to ensure continuing compliance with GDPR and Trust standards.
- Responsible for updating the DBS spreadsheet/file for staff, ensuring DBS records are stored securely in strict accordance with the DBS Code of Practice.
- Ensure all DBS applications are sent off to School HR and pre-employment medical requests are sent to Optima in a timely manner and that DBS certificates and pre-employment medical confirmations are received in advance of employment commencing.

### **Operational HR**

- Develop and maintain clear and efficient administrative processes for all HR, recruitment and training activities and ensure these are easily accessible by the Trust Head of HR and CFO.
- Work within a general framework of recognised procedures but also develop systems and procedures to improve processes.
- Answer and deal with routine enquiries (internal and external) in a timely and efficient manner.
- Deal with incoming email post and other paperwork.
- Preparing and issue standard HR letters.
- Assist with the administration of new starters, leavers, variations to contract.
- To advise staff on entitlements, in accordance with their terms and conditions of employment as required.
- Take a leading role in ensuring teaching staff and support staff job descriptions are updated and filed accordingly.
- Liaise with managers to ensure performance management and probation paperwork is completed for all staff, chasing as required and probationary letters issued on time.
- Ensure all staff training records are up to date.
- Support the preparation of documentation for internally promoted staff.
- Use the PS People platform (data entry, maintenance and producing reports).

- Assisting with other HR projects where required.
- Use of Microsoft Office to write emails and letters (this will include the use of mail merge) and to prepare and maintain spreadsheet.
- Manual and electronic record keeping including general filing, archiving and shredding

### **Payroll**

- Provide payroll administrative support.

### **Other Duties**

- Ensure confidentiality of information, including the safeguarding of information about current, past and prospective employees; to ensure the privacy and confidentiality of personnel information, subject to any legal rights of employees in respect of information relating to them.
- Abide by the Codes of Practice set by The Chartered Institute of Personnel and Development
- Keep up to date with developments in employment legislation and HR best practice.

### **Work Environment**

- The job is subject to interruption particularly from telephone/staff, although this does not normally significantly change the overall work programme for the job holder.
- The majority of the work is performed using IT.
- The HR Assistant will be expected to work on several HR tasks, queries, deadlines and issues concurrently as they arise.
- The HR Assistant will be in contact with staff and external contacts.
- Some travel may be expected to other academies/schools/sites within the Trust.

### **Key Contact**

**Leadership Team and Line Managers** - In providing general HR administration, advice and support.

**Academy and College PAs** - In supporting the policies and procedures administration processes.

**All employees** - In providing first point of contact for all employee queries of a HR nature.

**External third parties** – first point of contact for third parties in relation to contact for HR queries.

**College and School Office Staff** – 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

Criteria	Essential Desirable	How identified
<b>Qualifications</b>		
Level 2 (GCSE A* - C) or equivalent in English and Maths.	E	Application form
CIPD/ CPP qualification or willingness/ability to study.	E	Application form interview
<b>Abilities / Skills / Experience</b>		
Experience of working in a HR environment.	E	Application form Interview
Good written and verbal communication skills and able to communicate to diverse range of people clearly and effectively.	E	Application form Interview
Excellent time management skills and experience of successfully achieving deadlines and working without close supervision.	E	Application Form interview
Experience in a range of administration support and able to maintain accuracy.	E	Application Form interview
Experience of working in an education environment.	D	Application Form interview
Excellent attention to detail with the ability to identify improvements to processes and procedures.	E	Application Form interview
Excellent interpersonal skills; building strong working relationships with the wider Trust team to ensure co-ordination and consistency of messages.	E	Application Form interview
Ability to manage time effectively, organise and prioritise personal workload, working efficiently under pressure and to deadlines.	E	Application Form interview
Able to work well under direction, but also to work autonomously with limited support when required and to manage own workload.	E	Application Form interview
A flexible approach and willingness to carry out a variety of tasks.	E	Application Form interview
Good people skills, including a welcoming and engaging manner.	E	Application Form interview
Ability to maintain confidentiality.	E	Application Form interview
To be a positive and self-motivated team player.	E	Application Form interview
<b>Knowledge</b>		
Intermediate IT skills including Word, Excel, and Outlook and be able to establish, maintain and up-date databases accurately.	E	Application Form interview
An understanding and commitment to Equality and Diversity, Safeguarding and Health and Safety.	D	Application Form interview

A short task to determine some or all of the criteria listed above may form part of the interview process