



Trust HR Officer Recruitment Brochure



QUEST

CEO Welcome Letter

Letter of welcome from CEO



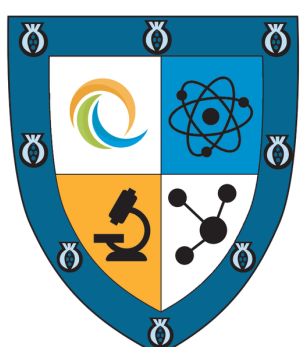
Dear Candidate,

I am delighted that you are considering becoming a member of the **QUEST** Team. Here we all lead to secure a place for **Learning, Innovation** and **Opportunity**, and we seek those who have determination for success, a thirst for continued learning and a drive to be relentlessly ambitious for the students and communities they serve. Here we make a difference and transform lives.

In this pack, I have set out what makes us unique in the educational landscape, defines our success as thriving digital learning communities, and captures our forward thinking and research-led rigour of implementation. We think outside the box here. We listen well and we are clear about our vision for education. Here the talent drives the technology. We have created a culture of shared ownership, in partnership with our schools, where we embrace challenge as teams and ensure our core moral purpose is at the heart of all we do. Our Spirit of Purpose is at the heart of all we do.

Please look through our detailed pack and if this sounds like the role you have been waiting for, and you are ready to unlock your own potential as well as the potential of others, we look forward to hearing from you, meeting you and receiving your application.

Sharon Bruton
CEO



OUR TRUST

UNLOCKING POTENTIAL

QUEST has a clear and compelling vision for the future of education.

As an Academy sponsor, **QUEST** has a strong track record for making a long-lasting positive impact within the local communities it serves. Our ambition is to deliver education differently, making a positive impact on the life prospects of the pupils and communities we serve. The Trust is a collaborative family of schools. It enables us to build community, hope, dignity, and wisdom for all.

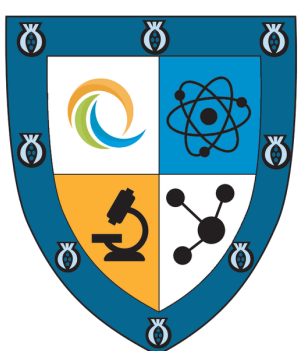
Our schools are all about passion, determination, and enthusiasm. We see challenges as opportunities and have an unshakeable belief in the right of children and young people to access high-quality education.

As *Century Flagship Schools*, our digital strategy and technological approach to learning is embedded within our curriculum. We harness the personalised support of an Artificial Intelligence learning platform and digital devices on a 1:1 basis for all aged 7 and above. We all lead learning in our Trust and all staff are Apple Teachers.

The curriculum is complemented by our coaching approach to develop student agency which promotes life skills of mental toughness, critical thinking, and communication. As *Pearson National Award Winners for Digital Innovation 2019*, we are proud to be leading the way by creating and shaping the next phase of education.

Together we will ensure they thrive.

Together we are stronger.



WHY WORK FOR US?

Our staff members are committed, patient, resilient, reliable, and reflective.

Our staff deliver high quality services, hold their colleagues in high regard and display the highest level of professionalism. With honesty and care, our staff will leave no stone unturned in the pursuit of excellence. They are scrupulously honest and act with integrity, deal with students, parents and staff with respect, demonstrate passion and pride, are prepared, punctual and polite and make everyday matter and every student count. If you are as extraordinary and have the same skill set we want to hear from you.

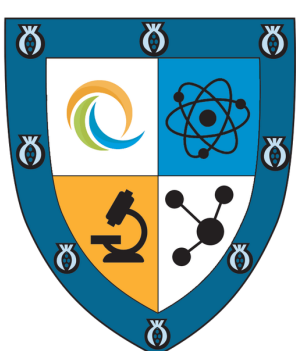
We're passionate and committed to the development and education of our students.

Our children and young people are fearless, ambitious, positive, aware, compassionate, inquisitive and use their mistakes to grow. They feel safe, have confidence to explore and share their ideas and take ownership of their learning. Our pupils and students think of others before themselves and treat their peers with respect and honour. They take pride in their work and want to affect change within the world around them. With resilience and collaboration our pupils and students will tread the steps to success and become lifelong learners. They value every lesson and every day, respect themselves, each other and their communities, are polite, prepared and demonstrate a sense of pride.

**Here at QUEST, we value all sectors of staff across the Trust.
Each individual role is vital in ensuring the pupils and students in
our schools and nurseries achieve their full potential. This is
reflected in our mission statements, core values and
Spirit of Purpose.**

**Working for us, we want you to embody the essence of success, in its many guises
and look forward to your talents and expertise being added to the collective group
for the benefit of all.**

**QUEST's Digital Strategy creates pathways for learners and maximises staff time
to give quality learning feedback.**



PHASE 1

COMMUNICATION

INTERNAL

EXTERNAL

PHASE 2

ENABLE EFFECTIVE AND EFFICIENT
OPERATIONAL SYSTEMS

PHASE 3

MINIMISED AND EFFICIENT
WORKLOAD - FOR TIME, PLANNING,
ASSESSMENT & SHARED RESOURCES

PHASE 4

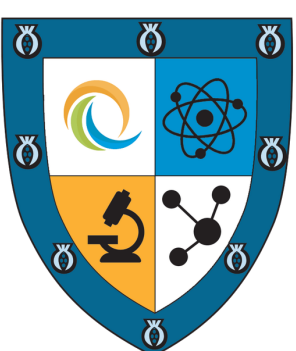
QUALITY
TEACHING AND
LEARNING



CULTURE OF
COACHING
& STUDENT
AGENCY

PHASE 5

CREATE FLEXIBLE, NUANCED AND
ADAPTABLE EDUCATION FOR THE FUTURE



OUR PRIMARY SCHOOLS

Our primary schools are keen to offer their pupils a broad and balanced curriculum. *Mathematics and English* are taught each day tailored to our children. Other areas of the curriculum are taught through a cross-curricular and key skills approach. Some subjects are also taught as discreet subjects.

The children at schools within QUEST experience a curriculum that inspires, engages, and provides opportunities for children to lead their own learning. The implementation of our DREAM curriculum ensures progression in the delivery of knowledge and skills, to enable our learners to succeed as "Global Citizens".

Depth of knowledge and understanding is facilitated through
Research
Enquiry and
Analysis to ensure
Mastery of skills



In addition to the statutory curriculum, our schools also strive to give children the chance to gain various experiences. Educational visits and visitors into school are planned as a means of enriching the curriculum.



UNIVERSITY COLLEGIATE SCHOOL

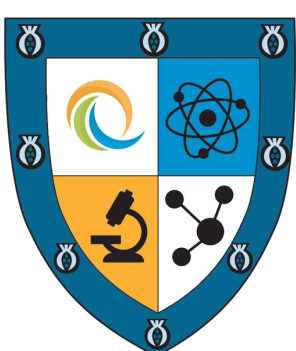


Located within the University of Bolton campus, UCS has an outstanding £10 million facility for 11-to 19-year-olds which includes specialist laboratories for Engineering, Optometry, Clinical Dentistry, Pharmaceutical Consulting, Medical Simulation, Robotics, Electronics, and 3D Printing. Our facilities uniquely inspire and motivate our students to succeed in their studies and propel their careers forward.

Our staff are subject specialists who employ a wide range of teaching and learning strategies. Our digital platform embedded in delivery to provide the best possible learning opportunities for our students.

As specialist schools and an Academy Trust Educational Outcomes Award Winning School, we have continued our success with 100% of our students securing their next steps in education. Our 11-19 school expanded in 2020, and this school continues to deliver education differently. We are proud to be sponsored by the University of Bolton, located on their knowledge campus and supported by our trusted industry and health sector partners.

Our Trust schools now provide a cradle to career learning pathway from 0-19.





QUEST CORE VALUES



Pride

in who we are and in everything we do

Understanding

our direction, vision & expectations

Respect

for all

Positivity

and Professionalism always

Opportunity

to succeed

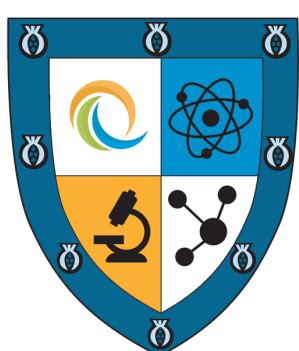
Support

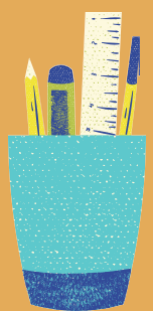
to reach our potential

Excellence

& Equality

S – staff at all levels
P – purpose creators
I – inspirational
R – representative
I – innovative ideas
T – to infinity and beyond





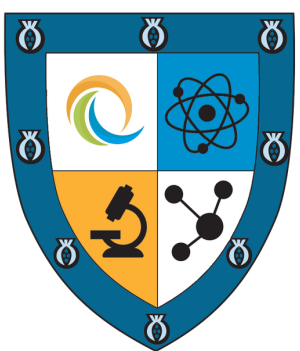
QUEST CAREER INCENTIVES



20 Great Reasons to work for us.....

1. Great pupils you will never forget.
2. Our schools are all about passion, determination and enthusiasm and we live these words - it's how we show up at work.
3. Our motto, 'Unlocking Potential', reflects how we see challenges as opportunities and have an unshakeable belief in the right of children to a high-quality education.
4. A coaching culture of high rapport, high challenge and high support to enable you to work at the top of your game.
5. Stunning staff, motivated to succeed.
6. A staff voice across the Trust that is actually listened to and shapes our evolution – our Spirit Group.
7. Inspirational Leadership and great teamwork at all levels.
8. Senior Leaders you can trust, who have integrity and moral purpose, are human and walk the talk.
9. Amazing exam results with a 'whole education' genuinely valued.
10. Be the best through our Spirit of Purpose programme including an outstanding induction year for newly qualified and experienced teachers.
11. Access to the Employee Assistance Programme for you and your family's wellbeing.
12. Participation in the Tax Free Childcare Scheme, free of tax and NI.
13. Investment in staff training, e.g. subsidised MA qualification options.
14. An internal market for promotion within the growing group of QUEST Academies or as a funded 'Change Champions'.
15. A unique collaborative approach across the Trust serving the needs of our communities.
16. Termly staff newsletter celebrating successes and achievements and responding to your questions.
17. Credit Union savings scheme.
18. A newly structured working pattern with a two week break in October.
19. Welcoming people, positive teams and working environments – 'A Balance for Excellence'.
20. Do education differently

- The chance to become part of a family of schools within the Trust and connect over a set of values we all share.
- Support for your professional development and the opportunity to continue to develop your skills in a well-resourced environment.
- A real opportunity to work and support colleagues across the whole of the Trust.
- Excellent relationships and loyalty with pupils, parents, and carers, and the wider community.
- Recognition of the importance of work-life balance. Your emotional well-being is important to us and is set alongside an expectation that the achievement of our pupils is paramount. We strive to balance life and work and create the best possible environment for performance and job satisfaction.



WHAT OUR STAFF SAY...

“You are encouraged to be the best you can be and the Spirit of Purpose supports this. There are lots of opportunities for collaborative working



“Great support network for staff to collaborate and share expertise. There is always plenty of people to offer advice and support at all levels.

“Staff care deeply about the children and want to do their very best for them.



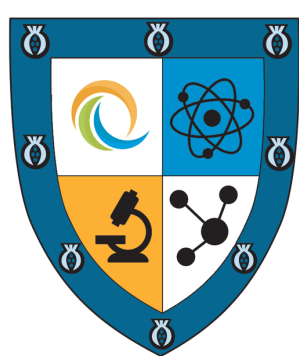
“At QUEST there is acceptance of everyone as an individual .



Safeguarding at QUEST

The Board of Directors of QUEST is committed to safeguarding and promoting the welfare of all children and young people

- The policies and procedures adopted by the Board of Directors/Local Governing Committees are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter- agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed 'whistle blowing' practices.
- Children and young people are educated about the benefits, risks, and responsibilities



OUR REGION



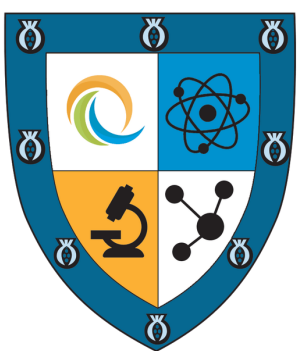
WIGAN

- Wigan allows easy access to the major towns and cities with Wigan Wallgate and Wigan North Western Rail stations offering local and national links from the town centre.
- With Manchester International and Liverpool John Lennon Airports within a 40-minute commute, the world is at your doorstep.
- Steeped in mining and Industrial history the bustling Lancashire town of Wigan has lots to offer everyone. Wigan continues to flourish with the Grand Arcade Shopping Centre based in the town centre, which is home to a wide range of high street retailers. Robin Park Retail is based just outside the town centre and hosts a number of retailers, restaurants, cafes and entertainment facilities including a cinema.
- Robin Park Leisure Centre and Arena in Wigan has one of the very best athletics facilities in Great Britain. The arena has a stand for spectators which also houses an indoor track, long jump pit, pole vault area, throws area and weights room. The Leisure Club offers a wide range of sporting facilities, including a high-tech gym, tennis courts, sports hall, gymnastic facilities, coaching sessions and classes for both children and adults.



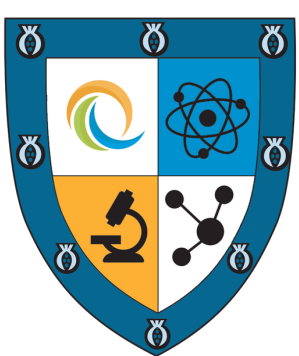
BOLTON

- Bolton has great connections with the M65, M61, M60 and major roads including the A58 and A666, commuting by car couldn't be easier. You can be in Manchester city centre in around 30 minutes. Preston, Blackburn and Wigan are all within a 30-minute drive whilst Bury is only 20 minutes away.
- Bolton town centre offers a fantastic mix of shopping with independent retailers and high street names sitting side by side with Bolton's fantastic indoor and outdoor markets with over 200 stalls. Crompton Place shopping centre and Market Place shopping centres are also nearby. Slightly further afield, Middlebrook retail park offers fantastic leisure facilities including a bowling alley, 12 screen cinema, cafes and restaurants as well as high street name brands.
- For sporting enthusiasts, Middlebrook boasts a sports complex catering to a variety of sports. It is an international high-performance centre for tennis that offers coaching for both children and adults as well as boasting a gym, fitness classes and clubs for gymnastics, badminton, athletics, cycling and running. Middlebrook is also home to our University Sponsor's football stadium, the home of Bolton Wanderers Football Club.



PARTNERSHIP & COLLABORATION

Our continued development creates an opportunity for QUEST to work with, and alongside some strong and well-established partners...



JOB ADVERT – TRUST HR OFFICER

Pay Scale: QUEST Grade H points 29-34 (£32910-£37890)

Full Year, Permanent Contract

Start Date: As soon as possible

We require an exceptional and dynamic **HR Officer** to play a pivotal role in our Business Development Department based in the North West.

This is a unique opportunity to join us at an exciting time as we expand our educational provision and private sector through our traded services.

Here we all lead to secure the best **Learning, Innovation and Opportunity**, and we seek those who have determination for success, a thirst for continued learning and a drive to be relentlessly ambitious for the students and communities they serve. Here we make a difference and transform lives.

Here we Unlock Potential.

With four Primary schools in Wigan, Nursery Provision and the UCS in Bolton we are enhancing young lives across the North West. We focus on unlocking potential for all.

Are you committed to developing the next phase of evolution of our people strategy?

Are you committed, dedicated and have the emotional intelligence and drive to succeed?

Do you want the support, guidance and continued professional development to help you achieve your career aspirations?

The Role

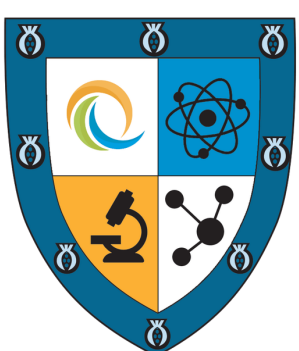
We are looking to appoint an inspirational and dedicated **HR Officer** who can bring vision and a relentless drive to make things happen. You'll be an experienced HR professional who understands how to modernise our Trust, schools and traded services through the provision of an excellent HR service, providing advice to Managers on more complex HR issues to ensure effective resolution and supporting Managers through change initiatives. You will have experience of planning and managing HR projects / programmes / training / events and implementing new initiatives.

As HR Officer you are a confident communicator with plenty of experience in the different areas of HR having created and implemented HR business strategies from scratch.

You will take the lead on HR related projects to drive change and improvement throughout the organisation.

This is an amazing opportunity to join a hardworking, experienced and successful Business Development Department who are passionate about supporting our employees to be the best they can be and support the Trust vision.

Join US and Unlock your Potential



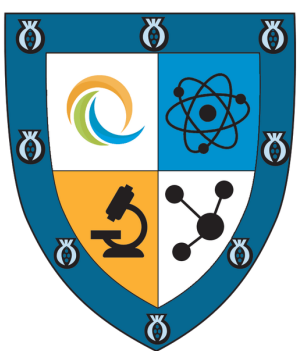
As a member of QUEST you can expect:

- A supportive environment allowing you to progress and develop as an expert
- Excellent CPD opportunities and guidance through our Spirit of Purpose Programme
- The opportunity to work within a team of highly supportive and creative colleagues
- A Trust committed to doing the best for each and every one of its students and employees
- A Trust committed to a digital strategy
- Creative and innovative approaches
- To be shaping the next phase of education for the future
- A balance for excellence for all

The Trust expects:

- Proven track record in HR team management
- CIPD L7 or equivalent personnel qualification or willingness to work towards
- NVQ L4 in Business Administration or equivalent relevant qualification
- A willing to become an Apple Teacher in our digitally innovative Trust
- A personal commitment to being the best you can be.

There are plenty of progression opportunities through our Spirit of Purpose!
Why not join us on our exciting new journey?



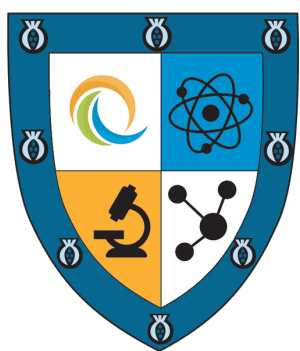
JOB DESCRIPTION – TRUST HR OFFICER

QUEST is a value-led organisation comprising of Christian, and community Primary Schools, and the University Collegiate School (with Secondary and Sixth Form.)
All staff are expected to support the Trust’s ethos and our ‘Spirit of Purpose’.

Job Description	Trust HR Officer
Responsible To	Chief Operating and Finance Officer
Job Purpose	<p>The Trust HR Officer will promote and support the vision and direction of QUEST and its schools by providing day-to-day leadership that will enable success the highest possible standards of achievement and well-being.</p> <p>The Trust HR Officer, alongside the Trust Finance Officer, will advise and support the CEO and COFO in coordinating, formulating and reviewing the aims and support service initiatives within the Trust, including any change processes and achievement of business objectives.</p> <p>The Trust HR Officer will provide strategic and operational HR advice and support to QUEST Executive Team and Board of Directors and will be responsible for the development and maintenance of new and existing HR policies ensuring compliance with latest employee legislation.</p> <p>The Trust HR Officer will manage the Trust’s recruitment process, sickness management, leave of absence, disciplinary and grievance procedures under the direction of the Chief Executive Officer and the Chief Operating and Finance Officer.</p> <p>The Trust HR Officer will work with the Trust Finance Officer to ensure effective HR systems and procedures are fully in place for Play Pals Childcare Ltd and traded services of QUEST.</p> <p>As an employee within QUEST, staff may be required to work at any school within the Trust.</p>
DBS Disclosure Level	Enhanced
Salary Scale	QUEST Grade H

School Ethos

- Work with colleagues in creating, inspiring and promoting excellence at all levels.
- Uphold the culture and ethos of the Trust, ensuring school environments for teaching and learning that empower both staff and children to achieve their highest potential and be their best selves.
- Attend and participate in events intrinsic to the daily life of the schools and Trust, celebrating success at every opportunity.
- Actively support the Trust’s policies relating to equality and diversity, inclusion and safeguarding, health and well-being, confidentiality and social networking.
- Promote the ethos of the Trust and celebrate their success at every opportunity.
- Sign and uphold the Trust Code of Conduct.



JOB DESCRIPTION – KEY RESPONSIBILITIES

Professional Responsibilities

The Trust HR Officer will:

Evaluate, implement and monitor working methodologies applicable to relevant policies and procedures and identify areas within the schools where change is needed addressing any gaps by implementing strategic objectives

Ensure the recruitment and motivation of high performing personnel to create exceptional teams within each school and across the Trust. This will involve taking an active role in the recruitment process including developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing, selecting candidates and drawing up contracts of employment ensuring compliance with equal opportunities and safer recruitment policies.

To undertake all necessary pre-employment checks, including health screening, enhanced DBS disclosure, Asylum and Immigration Act and references.

Ensure the effective deployment of all available resources including budgets, facilities and people

To support managers in the development of HR planning strategies, which consider immediate and long-term staff requirements.

Manage the day-to-day operational HR support service to staff within the QUEST schools ensuring the provision of best HR practice and legally compliant advice and support.

To support managers by arranging and participating in capability interviews, grievance and disciplinary hearings for managed staff and in any appeals that may arise out of them ensuring procedures and processes are implemented correctly.

To advise on matters of employment law and its application.

To advise on pay and other remuneration issues, including promotion and benefits.

Contribute to the provision of advice and support for organisational change, including liaison and negotiation with employees. This can include disputed and confrontational issues where influencing and motivation skills may be required.

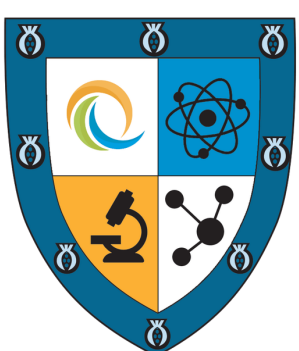
Negotiate with staff and their representatives (for example, trade union officials) on employment issues.

Maintaining employee records (electronic and paper).

To manage the sickness absence procedures across the Trust, including making referrals to Occupational Health as necessary, conducting return to work meetings and absence review meetings and providing absence information to Directors as required.

Planning, and sometimes delivering, training, including inductions for new staff.

Analysing training needs of staff in conjunction with Director of Education and Principals.



JOB DESCRIPTION – KEY RESPONSIBILITIES

Alongside the Trust Finance Officer, assess the suitability of and implementation of a Trust payroll system and, in the interim, to notify finance/ payroll of all adjustments to salaries, including starters and leavers.

Liaising with a wide range of people involved in employment policy areas such as staff performance and health and safety.

Developing and implementing policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures, well-being and absence management.

Develop and implement effective HR systems and procedures for Play Pals Childcare Ltd and traded services of QUEST.

To develop skills through training and recommended learning based courses.

Promoting equality and diversity as part of the culture of the organisation.

Preparing and updating staff handbooks and other relevant documentation.

To undertake a range of administrative duties and complex IT based tasks.

To maintain and update complex manual and computer records/returns and management information systems

To uphold excellent standards of customer service at all times.

To follow agreed schedule of priority tasks to agreed deadlines and respond in a timely and flexible manner to incidental occurrences.

To carry out the duties in accordance with the aims and values of the schools and the Trust and in such a manner as to enhance the good reputation of the schools and the Trust including participation in school events outside of working hours.

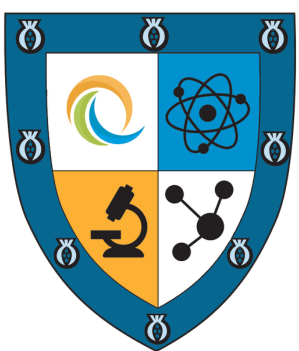
To sign and uphold the Trust's Code of Conduct.

Embrace and actively take part in the 'Spirit of Purpose', fulfilling obligations to maintain and continue professional development in line with QUEST expectations.

To commit to the specified number of hours of professional development each year and have the drive and passion to evolve and improve as a committed staff member.

Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.

To participate in the staff performance management process in accordance with the Trust's policy and be responsible for self-motivation towards agreed targets.



JOB DESCRIPTION – KEY RESPONSIBILITIES

To ensure that contact and communication with staff and pupils is conducted in a professional manner and that clients and customers are communicated to equitably and in line with the Trust’s customer care guidelines.

To undertake Health and Safety Training on areas within the designated work area.

To undertake Paediatric First Aid and Safeguarding Training as per the Trust’s training cycle.



Other responsibilities

Contribute to the wider life of the Trust, its schools, and its community through any out of hours and in partnership work.

Demonstrate commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults.

General

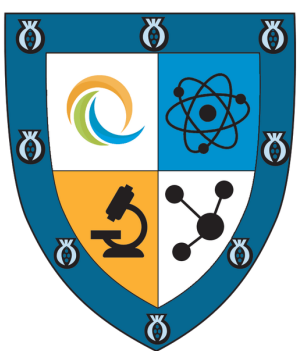
The job description encompasses the above statements, but the Trust HR Officer should be willing to undertake any other tasks that the CEO, COFO, Director of Education or Principals might reasonably require

QUEST is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment

NAME

SIGNED

DATE



JOB SPECIFICATION

ESSENTIAL SKILLS/QUALIFICATIONS

Proven track record in HR team management, including excellent generalist experience in a wide range of employee relations issues, recruitment, organisational change and staff development.

CIPD L7 or equivalent personnel qualification or willingness to work towards

NVQ L4 in Business administration or equivalent relevant qualification or comparable level of relevant experience

3 x GCSE's level C or above including English & Maths or equivalent qualifications

Significant proven experience of showing leadership skills and of converting complex plans and projects into action to deliver objectives and targets within agreed timescales and budgets

Proven ability to use a high level of initiative to respond to and resolve a wide range of complex and long term challenges

Extensive experience and proven ability to manage, motivate, negotiate and influence a wide range of staff over a number of areas of work within a large organisation

Ability to work with others as a leader and as a team member

Commitment to customer care and delivering services in line with the needs of the service users

Willingness to be flexible to work outside the normal working pattern when required

High competency in the implementation and use of ICT systems and procedures.

Understanding of Health & Safety legislation and employment law policies and procedures

Experience in a wide range of employee relations issues, recruitment, organisational change and staff development

Experience of implementing employment law policies and procedures

Proven experience of working with schools

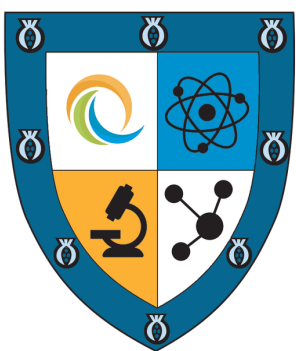
Experience of dealing with difficult and sensitive situations in a balanced, diplomatic and professional manner

Knowledge of developing and maintaining HR and administrative procedures

Up to date knowledge of employment legislation and HR best practices

Good organisational skills to manage and support meetings and other events

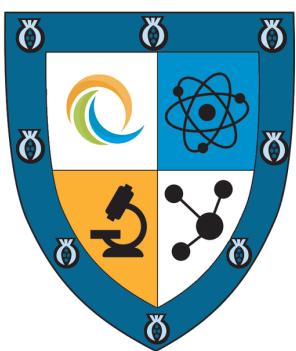
Excellent communication skills to deal with a range of people

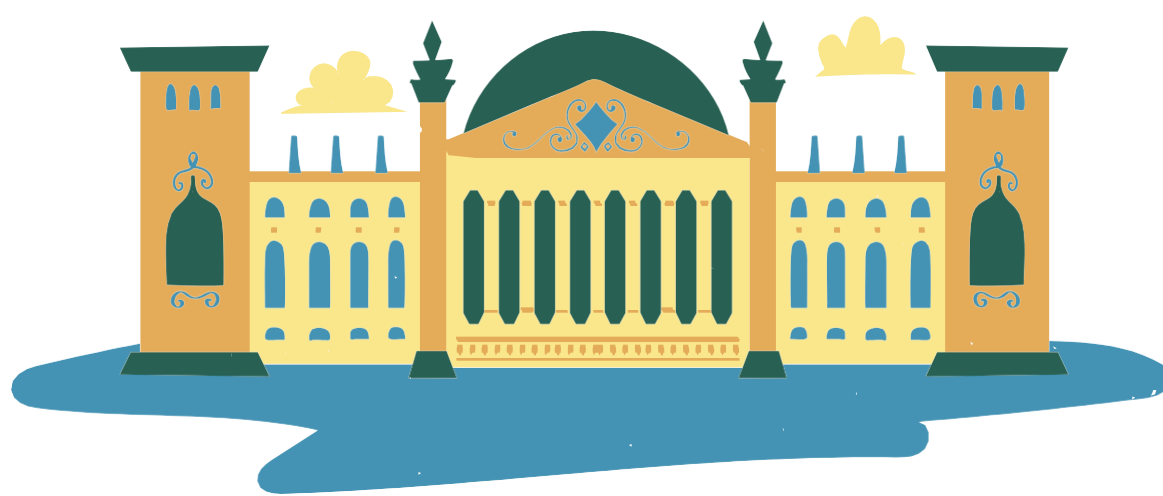


- Ability to use initiative to respond to and resolve problems within recognised procedures
- Ability to deal effectively with conflicting demands placed on your time and be personally effective
- To work effectively with personnel at all levels and build and maintain effective relationships
- Ability to prioritise, plan and organise yourself and others
- Maintain confidentiality at all times
- To show commitment to sustain excellent attendance at work
- Commitment to and participation in the wider life of the schools and Trust
- Legally entitled to work in the UK

DESIRABLE SKILLS/QUALIFICATIONS

- Evidence of continual professional development
- Knowledge of school related office procedures





**This post is permanent and subject to
Enhanced Disclosure Procedures.**

**The Board of Directors of QUEST is committed to safeguarding
and promoting the welfare of all children.**

**Application packs and further details are available from the
QUEST website at www.QUESTTrust.org.uk or by contacting:**

MRS. T. HEWITT,
TRUST FINANCE AND HR OFFICER
C/O QUEST
682 ATHERTON ROAD, HINDLEY GREEN, WIGAN, WN2 4SQ



07881363436



t.hewitt@questtrust.org.uk

