



# Candidate Information Pack

HR Assistant

The Birley Academy, Sheffield



L.E.A.D. Academy Trust





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## About the Trust

**Be part of an ambitious, high-performing Trust, committed to improving the lives of children and young people.**

L.E.A.D. Academy Trust comprises primary and secondary academies across Nottinghamshire, Derbyshire, Leicester, Lincoln and Sheffield. Established in 2011, our mission is to be a pioneering, confident, high-performing Trust with national and international influence.

*“We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust’s vision and values and are committed to making a tangible difference to the lives of children and young people.”*

**Diana Owen, CBE - Chief Executive Officer**

## Inspiring experience

Our Trust Executives have first-hand experience of working in education, so they know what it’s like to be on the front line. We pride ourselves on the support and advice we give to all our staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff. By choosing to work with us, you will be helping to improve educational outcomes for children, young people and the local community.

Within our Trust, all academies strive to achieve:

- The highest standards of behaviour and conduct
- Outstanding teaching and learning
- A fully inclusive approach where all children are equally important
- A climate of mutual respect between the children, staff and community
- A ‘can-do’ attitude - high aspirations for all involved with the school
- A wide range of enrichment opportunities for all to get involved in
- A celebration of all the cultures and faiths represented in the school
- An organisation in which there are no excuses for underachievement.

## Supporting external trusts and schools

As well as our core offer to L.E.A.D. academies, we offer additional areas of support to external trusts, schools and organisations through L.E.A.D. IT Services and L.E.A.D. Teacher Training Hub.

If you are ambitious, determined, energetic and passionate about education and want to join us on our mission, then we look forward to receiving your application.





L.E.A.D. Academy Trust  
comprises of:

**24**  
primary

..... and .....

**3**  
secondary  
academies

..... across .....

**5**  
geographical  
regions

..... with .....

**11,000**  
pupils

..... and .....

**1,500**  
members  
of staff





## Message from the Headteacher

I am very proud to be the Headteacher of The Birley Academy and feel honoured and privileged to work with our pupils, parents, carers, colleagues and community to be part of the team who are making The Birley Academy a brilliant place to learn and work.

I am passionate about working with our staff in school and with colleagues across L.E.A.D. Academy Trust to ensure that the education we provide our pupils is of the highest quality, studying a broad range of subjects complemented by a clear personal development and wider curriculum offers.

***Victoria Hall, Headteacher***



## About The Birley Academy

The Birley Academy is a popular secondary academy in the southeast of Sheffield. We have a modern building set on a pleasant campus with excellent facilities.

We believe that our students are entitled to nothing but the best and are fully committed to transforming the school into an exceptional place to learn.

We can offer you students who are keen to become their best selves; student who will make you remember why working in a school is so special; staff who are hardworking and who want the best for our school; a leadership team who are passionate and dedicated to making The Birley Academy brilliant and a supportive and aspirational Trust.

Our vision is simple: to ensure that we constantly challenge ourselves and our students to aspire to our very best, enjoying learning and being active members of the learning community. As part of the L.E.A.D. Academy Trust, we work with all stakeholders including parents, local businesses, community leaders and our partner primaries to represent and best meet the needs of our students.







## Benefits of being part of L.E.A.D. Academy Trust

We recognise that successful people place value on a range of benefits associated with their careers, including receiving professional recognition, commensurate financial reward, job satisfaction, opportunity to innovate and a balanced approach to work and personal time. We place value on these aspects too.

### Competitive salary

All Trust roles\* are subject to a minimum hourly rate, which is currently above the National Living Wage amount. All our support staff roles are subject to a competitive 6-point salary range, allowing for progression within the role.

### Pension scheme

Automatic entry to the Local Government Average Salary (LGPS) pension scheme. Benefits include generous employer rate of contribution at minimum 17%, life cover, lower tax, survivor benefits and ill health cover.

### Enhanced annual leave

Holiday allowance starts at 26 or 31 days, up to a maximum of 36 days. Term time only workers also benefit from the same annual leave entitlement paid as part of their usual monthly payroll. This varies on the role and amount of service, increasing after 5 and 10 years' service. Holiday is in addition to Bank or Public holidays.

### Employee assistance programme

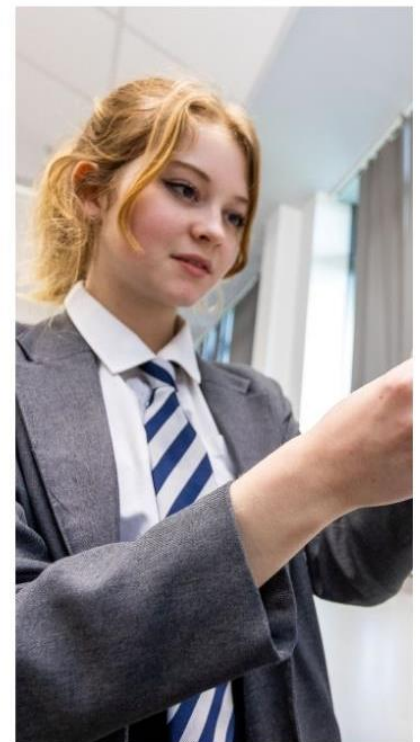
The Trust is committed to supporting staff wellbeing and partner with Health Assured to offer a comprehensive Employee Assistance Programme to all Trust employees and extends to dependent adults living the same household. This includes access to a 24/7 free phone helpline 365 days per year to access advice and support on emotional, financial, legal or other lifestyle matters.

### Continuing professional development (CPD)

We provide excellent training and development opportunities within the Trust, including a full induction programme for all staff.

### And more!

- Access to free Trust Occupational Health service, including physiotherapy
- Access to staff discounts and cashback for a huge range of products, including travel, shopping, insurance, motoring and utilities.
- Travel expenses for business travel at maximum HMRC mileage rate.
- Free eye tests for VDU users.
- Free seasonal flu jabs.



*"Everyone is valued, everyone is supported, and if you hold the same values that L.E.A.D. has, then really consider coming to work with us."*

**Becky Hyder,**  
Safeguarding Compliance  
Lead

*\*With the exception of  
Apprenticeships*

*“Leaders are  
dedicated to  
ensuring pupils  
are safe and  
well cared for.”*

*Ofsted report,  
March 2023*





## How to apply

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to: [hr@leadacademytrust.co.uk](mailto:hr@leadacademytrust.co.uk)

**CLOSING DATE:** Friday 26 April 2024

**INTERVIEWS:** We expect interviews to take place week commencing 29 April 2024

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

For an informal, confidential discussion about this opportunity, please email: [hr@leadacademytrust.co.uk](mailto:hr@leadacademytrust.co.uk)



*"I wanted to be part of an organisation that works in partnership, believes in collaboration and invests and understands the importance of high-quality leadership and management."*

Rebecca Riley, Deputy Headteacher,  
Huntingdon Academy





## Job description

### Key responsibilities and accountabilities

#### HR Assistant

**Salary: £29,777 - £33,024 (SCP 19-24 with pay award pending c 3%)**

**Line Manager: Operations & Business Manager**

The role is to work as part of the Academy Operations & Business Management Team to provide HR administrative support under the line management of the senior team member. The role will have coaching support from the Trust Central HR Team, to help develop HR skills further. The role will be responsible for all aspects of academy HR services including contract management, end to end recruitment support, staff policy administration, training records, safer recruitment compliance, HR systems administration, providing day-to-day advice and guidance on HR policy related queries and any other HR requirements. Additional support may be required to be provided to other areas of the team including finance colleagues and other administrative support as part of cover arrangements however the primary focus of the role is HR Administration.

At L.E.A.D Academy Trust we have a strong vision and four core principles, to lead, empower, achieve and drive. These principles underpin the day-to-day culture for support to our academies.

#### Main Responsibilities:

- Undertake HR administration tasks including preparation of letters, emails and documents using relevant HR systems
- Maintain and update manual and computerised records and management information systems for all employee records in line with statutory compliance
- Produce data and evaluate reports as required either by the Senior Leadership Team or Central HR
- Ensure all staff appraisals are diarised and completed in line with policy requirements
- Maintain the Single Central Record for the Academy and ensure all employee files are compliance under guidance from the Central HR Team
- Provide day-to-day advice and guidance on HR policy related queries
- Arrange and organise meetings relating to employee processes e.g. booking rooms and take notes e.g. staff attendance reviews, investigation meetings or others under the guidance of the Central HR Team
- Contribute to the planning and development of internal HR systems and processes
- Ensure any changes to HR Systems are made in an accurate and timely manner
- Monitor triggers in line with the sickness absence policy and initiating appropriate actions
- Prepare recruitment advertising materials for the school, organising recruitment activities including all candidate management processes
- Producing contracts of employment and new starter paperwork for new staff and ensuring all relevant safeguarding checks are made and recorded accurately on the SCR



- Ensuring all leavers, variation, maternity, performance review, absence, references etc. are produced and paperwork is completed and entered into the HR system in an accurate and timely manner
- Monitoring fixed term end dates and probationary periods and taking appropriate action to support managers with the process
- Coordinate induction for new starters
- Develop and maintain training records
- Support the tracking and maintenance of appraisal records
- Support the Operations and Business Manager with all people related risk assessments, e.g. specific health or maternity risk assessment
- Support the Central HR Team with any employee relations matters with Academy staff as directed
- To carry out any additional duties and school business as appropriate to the grade and level of responsibility of the post and to cover for team members as appropriate
- May be required to provide additional cover or support to other administrative functions

#### **Influencing and Managing Relationships:**

- Headteacher
- L.E.A.D. Central Support
- External agencies
- Governors
- Senior Leadership Team
- Staff

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities. Job descriptions are reviewed periodically and update from time to time in line with requirements.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.





## Person specification

The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The two right-hand columns provide guidance as to whether these items are essential (E) or desirable (D) criteria.

		E	D
<b>Qualifications and Attainments</b>	<ul style="list-style-type: none"> <li>Studied to a minimum standard of GCSE (grade A* - C or 9-5), or equivalent, in English and Maths</li> <li>Relevant Business Administration qualification or equivalent work experience</li> <li>Relevant HR Qualification (e.g. CIPD level 3) Or commitment to working towards qualification</li> </ul>	E	D
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>Excellent communication skills, both written and oral, with the ability to communicate effectively with people at all levels</li> <li>High level organisational skills</li> <li>Strong ability to analyse and manipulate data</li> <li>Basic report writing skills</li> <li>Able to work as part of a team and contribute towards its success</li> <li>Able to use all MS Office programs particularly Word, Excel, Outlook and PowerPoint and be familiar with other bespoke databases</li> <li>Able to work to tight deadlines, managing and prioritising time effectively</li> <li>Excellent record keeping skills</li> <li>Self-starter, with and ability to work independently &amp; use own initiative to overcome obstacles</li> <li>A working knowledge of HR systems (e.g. HRIS, payroll etc.)</li> <li>Experience of interviewing and assessing as part of a recruitment process</li> </ul>	E	D
<b>Experience</b>	<ul style="list-style-type: none"> <li>Working in an environment where experience includes taking initiative and self-motivation within the remit of the role</li> <li>Previous experience of working in a HR role</li> <li>Experience of working in an education setting</li> <li>Experience of managing data systems for reporting to management and other stakeholders</li> <li>Working as a member of a team</li> <li>Experience of dealing with confidential information</li> </ul>	E	D

<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Have an openness to learning and change</li> <li>• Have a positive attitude to personal development and training</li> <li>• Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility</li> <li>• Demonstrate good interpersonal skills</li> <li>• Demonstrate integrity, confidentiality, impartiality and empathy</li> <li>• Have good interpersonal skills</li> </ul>	E E E E E E	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• This role is subject to an enhanced DBS</li> <li>• Hold a driving licence and have access to own vehicle</li> </ul>	E	D





# L.E.A.D. Academy Trust

**Lead • Empower • Achieve • Drive**

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