



Recruitment Pack

HR Administrator and Governance Professional

Welcome,

Thank you for your interest in this role with Anthem Schools Trust.

Anthem is an education charity that runs a group of state-funded primary and secondary schools to give children a better future. Our schools work in collaboration as one entity to improve and maintain high educational standards, experiences and outcomes across the Trust. Our vision is that by working together, we will create ambitious and successful schools in which every child thrives.

Anthem is at an exciting point in its development as a Trust. We are not only striving to raise standards yet further across our schools, but also looking ahead to the Trust's future and possibilities for growth.

We are seeking a highly organised, pro-active and self-motivated individual with excellent communication skills to join Anthem's National Team. The scope of the role supports both the Governance and HR workstreams. The Governance Professional aspect looks at supporting the governance across Anthem's network of 16 schools. As Governance Professional, you will clerk to a cluster of Anthem Community Councils in some of our schools based in London and Thames Valley. As an active member of the HR team, the HR administrator responsibilities will be to administer recruitment processes on behalf of all schools, using our online platform and liaising with the National Team and school leaders.

At Anthem we recognise that professional HR, administration, and governance services have a vital role in creating great schools which provide a high-quality education for every student, every lesson, all the time. If you are seeking a flexible, collaborative role within a dynamic and forward-thinking organisation, then we are keen to hear from you.

If you would like to discuss the role further, please email hr@anthemtrust.uk to arrange a conversation with Jessica Holloran, Head of HR. More information about how to apply can be found on page 2 of this pack.

Yours sincerely,

Mohsen Ojja

Chief Executive
Anthem Schools Trust



Trust Information

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Anthem Schools Trust is an exempt charity and a company limited by guarantee. Registered in England & Wales. Company No.7468210. Registered Office as shown.

Recruitment timeline

Start date: June 2024
Closing date: May 2024
Interview date: May 2024

Applicants must submit their application through our recruitment system: [My New Term](#).

Although we do not accept CVs in place of the application, if you would like to provide advance notice of your intention to apply, please send your CV to HR@anthemtrust.uk in readiness of completing your application.

Please note we reserve the right to close the recruitment campaign earlier than this date subject to the volume of applications received. We therefore encourage candidates to submit applications as early as possible.

We are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to the relevant pre-employment checks which will, where applicable, include a health check, an enhanced DBS check, the Children's Barred List check, internet checks and satisfactory references.



Anthem – Who Are We?

Anthem is an education charity that runs a group of state-funded primary and secondary schools to give children a better future. Anthem started out in 2011 with just three schools, and now serves over 8,000 children and young people across the East Midlands, London and Thames Valley. Our vision is that by working together, we will create ambitious and successful schools in which every child thrives.

Our schools work in collaboration as one entity to improve and maintain high educational standards, experiences, and outcomes across the Trust. Anthem schools are diverse and serve many different communities. They are all united by a shared ambition for children and young people, which is underpinned by a commitment to integrity, collaboration, and excellence. These shared values provide a frame of reference for how we relate to one another, and for what is common between our schools and our people. They are brought to life through schools' own identities and approaches, creating thriving local schools that meet their communities' needs.

Anthem People

Our National Team

The National Team is a dynamic multi-disciplinary group of professionals who deliver a wide range of services to support Anthem's core purpose of creating ambitious and successful schools in which every child thrives.

The National Team's skills and expertise are the driving force of Anthem's operational and administrative functions such as governance and compliance, HR, finance, IT and estates, thus ensuring excellence across our schools.

The Anthem Institute

At Anthem we know that people are our most valuable assets, and we are passionate about the professional development of every individual within the organisation. The Anthem Institute is a virtual school for all training and professional development for Anthem staff in every role.

We are committed to ensuring that all Anthem staff have access to quality and inclusive career development and training opportunities. The Anthem Institute holds the different pathways of development available to all staff: teachers and support, in schools and the National Team – because when our adults thrive, our children will thrive.

We have a strong performance management structure, aligning every individual's role and development to our organisational values of integrity, collaboration, and excellence. This performance management cycle is not just a one-off, but part of a regular, ongoing process of feedback, improvement, and support for all employees.

Anthem encourages all employees to take responsibility for improving and developing their own performance. This approach, combined with the robust Developing People Strategy, makes Anthem an organisation where every individual can thrive and strive for excellence in their role.



Rewards and Benefits

Our rewards and benefits package includes:

- Membership of local government pension scheme, 21.6% employer contribution.
- Access to Employee Assistance Programme offering free confidential support on a range of issues such as work, wellbeing, money, health, and legal advice.
- Cycle to work scheme enabling employees to purchase brand-new bicycles and cycling equipment via salary sacrifice, making tax and National Insurance savings.
- Access to Health Shield Health Cash Plan, an optional scheme to pay a weekly or monthly premium to claim money back on everyday health care needs such as dentistry, optical and physical needs.
- Excellent opportunities for continuous professional development and support to progress your career.



Job description: HR Administrator and Governance Professional

Location	Home based with some travel to schools and office bases as required
Contract term	Permanent
Full time/term time	Full time, term time only
Pay range	NJC 11-17 (£25,970-£28,770)
Reporting to	Head of HR and Governance Manager

Job purpose

HR Recruitment Administrator

As HR administrator you will provide 1st line support throughout the first stage of the employee lifecycle. This portion of your role will be fully remote, working alongside our established HR team in delivering excellent service to all our schools.

Your key responsibilities will include:

Recruitment

- Support with the delivery of recruitment across all Anthem schools
- Post job vacancies on our careers page, external job boards and social media
- Carry out initial application reviews and phone calls with potential candidates
- Process candidates through the recruitment system and schedule interviews
- Request and verify references
- Carry out safer recruitment checks ensuring compliance with key policies and procedures

Onboarding

- Support with preparation of documents required for onboarding such as vetting, offer letters, contracts and payroll administration
- Verify right to work and all other required documentation
- Arrange new starter welcome kit and request equipment
- Coordinate induction plan with line manager
- Support with submission of employee references and offboarding processes



Governance Professional

As a Governance Professional you will work across the Trust's governance community as clerk to several of Anthem's Community Councils (ACCs, formerly local governing bodies). This portion of your role will be hybrid, working alongside our established Governance team in delivering excellent clerking support to all our schools from home and also in person for key Governance meetings in schools. The schools you will cover will be in the London and Thames Valley areas. Please note that some of these meetings will be outside of normal working hours.

Your key responsibilities will include:

- Supporting the ACCs with their recruitment and onboarding of new ACC members
- Arranging and attending termly ACC meetings. This will include arranging the relevant logistics and IT, as well as coordinating and disseminating all relevant documentation and recording all actions on our Dashboard and Support & Challenge Log
- Co-ordinate all logistics and provide administrative support in person to Governor Disciplinary Panels, taking full minutes and drafting correspondence
- Work as part of the Governance team to support in creating and updating Anthem local governance templates, systems and processes for use across Anthem where identified.
- Understand and support fully Anthems Governance Strategy and support ACCms in their roles, using the wider Governance Team for guidance.
- Fulfil other reasonable duties as directed by Anthem National Team, ACC Chair or Headteacher.

HR Recruitment Administrator and Governance Professional

The position is weighted 50/50 between roles, however the amount of time spent within each area will vary each week according to the requirements of the governance and recruitment calendars. Both roles will require:

- Working with multiple stakeholders
- Updating records and tracking documents.
- Working within Trust templates, systems and processes.
- Upholding compliance procedures and statutory requirements pertinent to the areas of work
- Keep up to date with current educational developments and legislation affecting school local governance and HR.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Person specification: HR Administrator and Governance Professional

Qualifications and training <i>Evidenced through: Application</i>	Essential	Desirable
Educated to A-Level or equivalent	<input checked="" type="checkbox"/>	
Level 3 Award or Certificate in Clerk to Governance, or the ability and willingness to complete a Clerks Accreditation Scheme at Level 3, or equivalent		<input checked="" type="checkbox"/>

Experience/employment record <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Experience in an administrative role	<input checked="" type="checkbox"/>	
Working knowledge of Microsoft Word, Teams, Excel	<input checked="" type="checkbox"/>	
Experience of working remotely, and through collaboration digital tools and platforms	<input checked="" type="checkbox"/>	
Experience in school governance	<input checked="" type="checkbox"/>	
Experience of participation in formal meetings	<input checked="" type="checkbox"/>	
Experience of preparing, taking minutes and drafting of papers/formal letters	<input checked="" type="checkbox"/>	
Awareness of Data Protection practices to handle information securely in a confidential and impartial manner		<input checked="" type="checkbox"/>
Knowledge of HR or recruitment administration		<input checked="" type="checkbox"/>

Personal qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Excellent written and oral communication and interpersonal skills	<input checked="" type="checkbox"/>	

Ability to understand and assimilate new information and translate into advice	<input checked="" type="checkbox"/>	
Pro-active approach to work	<input checked="" type="checkbox"/>	
High level of organisation, time management and prioritisation skills	<input checked="" type="checkbox"/>	
Ability to work collaboratively with others and build strong working relationships	<input checked="" type="checkbox"/>	
Ability to organise own time, flexible in approach and able to work with conflicting demands	<input checked="" type="checkbox"/>	
Ability and willingness to travel to schools across the Trust as needed	<input checked="" type="checkbox"/>	