

Regional HR Recruitment Coordinator (Maternity Cover)

Home based with
travel to
academies
if required

Contents

01	About ATT	Page 3
02	Career Testimonials	Page 6
03	ATT Institute Information	Page 7
04	Job Description	Page 8
05	Person Specification	Page 10





01. About Academy Transformation Trust

Our Mission

Transforming lives by *putting education first*.

Our Vision

Transforming Lives of **Our Learners**:

We seek to ensure that all our learners receive a high-quality education from expert staff and aspire to achieve the best they possibly can, no matter their background or ability. Our learners have a safe, supportive learning environments in which they develop, grow, and challenge themselves. We are determined that our learners will receive the very best enrichment and opportunities to help them reach their full potential and ensure they are prepared for the future, wherever it might take them.

Transforming Lives of **Our Colleagues**:

Our colleagues are supported with the very best professional development through our innovative ATT institute, allowing them to stay focused on learning and developing as practitioners whilst they progress in their careers. We share the very best practice across our community of academies to help build systems and processes that really work.

Transforming Lives of the **Communities We Serve**:

We are committed to actively engaging with and addressing inequality in our local areas. We understand that every one of our academies and their diverse communities are different, so we aim to build a supportive, collaborative, and nurturing relationship with each whilst sharing our key values across our Trust.

Our Values

Commitment to Education

Our core purpose is to positively impact the lives of all our learners. Education will always be at the heart of everything we do.

Transparency and Integrity

We are proud of our success whilst being open and honest about our areas for improvement. Our actions are always ethical and in the best interests of all our stakeholders.

Innovation and Improvement

We are committed to innovative education- always moving forward and never standing still. Our learners are ambitious and prepared for a future that is constantly changing and developing.

Dedication to Inclusivity

Our learners are all different and all important to us. We aspire to support, challenge, and help each one of them reach their full potential, regardless of their background or level of ability.

To learn more about our story/journey, please read our [ATT Magazine](#)



Welcome

to Academy Transformation Trust

At Academy Transformation Trust, we're on a mission. We want to transform education, performance and lives, and we're giving young people the best possible start to their careers across our fast-growing network of academies. A not-for-profit trust, we focus on our students' interests in everything we do, and we are passionate about using innovative technology to accelerate learning. We work inclusively within our communities, embracing the varied localities we serve while sharing our common vision and values. At ATT we are passionate about Diversity, Equity and Inclusion and welcome all applications.

Fast Facts

Our cross-phase group of academies was founded in 2011 and since then we've grown to our current family of 21 academies (primary, secondary, post 16 and FE) operating across 10 English local authority areas. We are responsible for the education of over 13,000 learners, for the careers of almost 2000 colleagues and for the most effective spending of nearly £80 million of taxpayer income each year.

Our Priorities: Big Moves

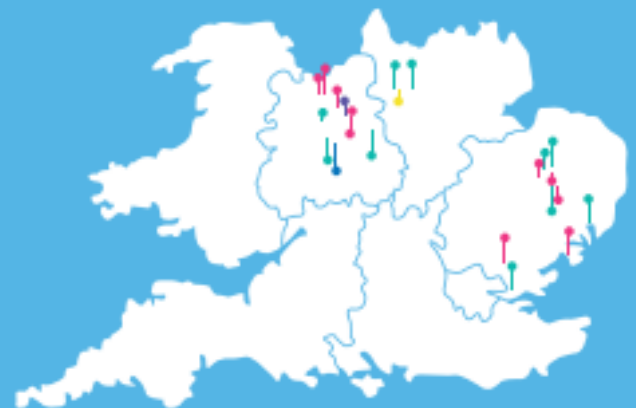
Our Big Moves help solve a problem and achieve a step on our 2-to-5 year plan.

Aligned Autonomy

Shared Services

Improve Outcomes

Grow



- Academy Transformation Trust
- Secondary Academies
- Primary Academies
- Special Academies
- FE Colleges



ATT | 21 Academies

Local Authority Areas | 10

Staff | 1720

Primary | 409
Secondary | 1130
Special | 30
FE | 76
Other | 75

Learners | 13,334

Primary | 2711
Secondary | 9280
Special | 45
FE | 1298

Governance

People Engaged | 120+
Trustees | 10
Members | 4

Finance

£78 million in funding and other income

ATT Institute | Offering the very best PD opportunities for all our colleagues.

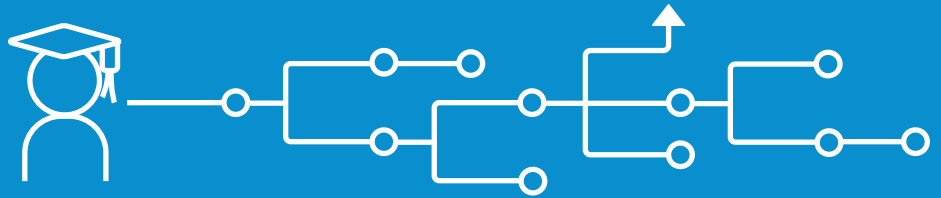
Ofsted
Performance

1 Outstanding

19 Good

1 Requires Improvement

02. Career Testimonials



Donovan Stansbury | Teaching Assistant

ATT has helped my career from the very beginning of my adult life. I started my career at Mildenhall College Academy on a Teaching Assistant Apprenticeship, provided by ATT FE. Now with my knowledge and understanding of my role I can succeed further with the support of ATT. I have completed my apprenticeship and now have a full-time role as Teaching Assistant at the academy. My next step is to start an OU degree, again something I will do with the full support of ATT.

Martin Sexton | Lead for Computer Science and STEM Coordinator

Working for ATT has given me many opportunities to progress my career. A move from Westbourne Academy to Mildenhall College Academy 5 years ago gave me my first step up from teacher to leading Computer Science. I received an ATT award for STEM which led to me becoming the STEM coordinator. To help develop my career further I now lead Team Network Group meetings with other Computing teachers from across the trust. ATT has also allowed me to develop my skills knowledge through attending a range of CPD with Computing at School, Barefoot, and Digital Schoolhouse all of which are helping to develop my practice.

Nicola Powling | Faculty Leader, Humanities

Since joining Mildenhall College Academy three years ago, I have been well-supported in my development as a middle leader and with the guidance and advice of senior leaders in the academy I have been able to demonstrate significant impact on the quality of teaching and learning in the Humanities subjects. Last academic year I chaired the Eastern TNG for History, which has given me the opportunity to work with colleagues across the Trust and share best practice. Most recently, I have been seconded to the senior leadership team with a responsibility for teaching and learning; this is an opportunity to continue my career development and to gain insight and experience in senior leadership.



Our PD Curriculum is delivered through three pillars:

Transformational Leadership

[Click to Learn More](#)

Transformational Teaching

[Click to Learn More](#)

Transformational Services

[Click to Learn More](#)

Professional Development at ATT:

03. The ATT Institute

What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey.

PD Opportunities for Our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise.

Find Out More Online:

academytransformationtrust.co.uk/institute

04. Job Description



Regional HR Recruitment Coordinator

Purpose of the job

An integral member of the HR team, the post-holder will assist the Regional HR Business Partner to provide an efficient recruitment service to the Trust.

Key Responsibilities and duties:

Recruitment and Selection

- To co-ordinate the recruitment processes across the Trust
- Create standardised adverts and job descriptions and keep up to date
- To prepare advertisements and job packs for staff vacancies, as required
- To upload advertisements onto website platforms and selecting packages as required
- Effectively report on recruitment data and metrics to underpin recruitment planning across the Trust
- Update Academy and Trust recruitment websites
- Work with the HRBP to oversee recruitment and selection activities across the Trust to attract the best talent for our academies ensuring best practice and compliance
- Update and check recruitment tracker is completed accurately by HRA's
- Check safer recruitment policy is adhered to by carrying out recruitment audits across the Trust
- As requested, process staff appointment documentation for successful candidates, including offers letters, contracts of employment and all pre-employment checks and induction details in accordance with Safer Recruitment principles.
- Check and update central recruitment forms as and when required
- Monitor recruitment advertising campaigns, working closely with HRBP to define, evaluate and recommend the use of attraction methods to recruit suitable candidates.
- Support the HRBP with the development of the HR recruitment service and HR project work
- To undertake a range of administrative duties using systems relevant to the recruitment process
- Ensuring Equality and Diversity are embedded in all HR functions.

Induction

- To support HRBP with the launching the new staff induction across the trust
- Liaise with managers, ensuring they complete a through induction
- Liaise with Regional HRBP's that the probation for support staff is completed

Communications

- To act as the first point of contact for recruitment queries
- Provide a customer -focused service to applicants
- To maintain excellent communication with stakeholders

Other

- To cover for absent colleagues and undertake other duties commensurate with the grade
- To undertake any other reasonable duties commensurate with the grade as directed by the Regional Business Partner

We particularly welcome applicants from under- represented groups including those based on, ethnicity, gender, transgender, age, disability, sexual orientation or religion or belief.

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

ATT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment by observing the academy's safeguarding policies and procedures.

05. Person Specification



Regional HR Recruitment Coordinator

	Essential	Desirable
Professional Qualifications and learning	<ul style="list-style-type: none"> Educated to Level 2 in English and Maths (e.g. GCSE grade C/4 or above) 	<ul style="list-style-type: none"> HR Qualification (eg. CIPD Level 3 or above) or a desire to work towards
Experience	<ul style="list-style-type: none"> Experience of working in HR administration Experience of running effective administrative support Competent user of Microsoft Office and confident to learn and use new software Demonstrably strong administrative and organisational skills Demonstrably excellent written and oral communication skills 	<ul style="list-style-type: none"> Experience of working in a similar role in a school environment Experience of using Management Information Systems ('SIMS' is desirable).
Competencies	<p><u>Working with People:</u></p> <ul style="list-style-type: none"> Listens well, communicates clearly and fluently Maintains confidentiality and discretion Adapts to the team and helps to build team spirit Relates well to people at all levels <p><u>Coping with pressure and setbacks:</u></p> <ul style="list-style-type: none"> Works productively in a high-pressure environment Maintains a positive outlook at work <p><u>Organising and Executing:</u></p> <ul style="list-style-type: none"> Focuses on customer needs and satisfaction Sets high standards for quality and quantity of work Works in a systematic, methodical and orderly way Follows procedures and policies Manages time effectively and able to multi-task to meet deadlines <p><u>Professional Acumen:</u></p> <ul style="list-style-type: none"> Resilience and determination to support HR processes Understand and demonstrate the importance of confidentiality and discretion 	
Values	<ul style="list-style-type: none"> Personal vision is aligned with ATTs high aspirations and expectations of self and others. 	

	<ul style="list-style-type: none"> • Genuine passion and a belief in the potential of every student • Motivation to continually improve standards and achieve excellence above norms. 	
Other	<ul style="list-style-type: none"> • Demonstrate integrity. • Promotes and defends equal opportunities • Commitment to the safeguarding and welfare of all pupils • This post is subject to an enhanced Disclosure and Barred Service check. 	

06. How to Apply

Regional HR Recruitment Coordinator

Applying:

Please apply by visiting our vacancy site.

[Vacancies - Academy Transformation Trust](#)



Status:

25 hours per week, Term Time Only + 4 weeks
Fixed Term Contract up to 12 months (Maternity Cover)

Salary:

NJC Point 12 - 17
£26,421 - £28,770 FTE
Actual £16,929.56 - £18,434.71



Closing Date:

8am on Friday 5th July 2024

Start Date:

1st August 2024



Interviews:

To be confirmed




 @academytransformationtrust

 @AcademyTrust

 academytransformationtrust.co.uk

 office@atrust.org.uk

 0121 354 4000

 Unit 4, Second Floor,
Emmanuel Court, Reddicroft,
Sutton Coldfield, B73 6AZ

