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**Recruitment Information Pack**

**HR and Office Administration Assistant**

David Nieper Academy

Grange Street, Alfreton, Derbyshire, DE55 7JA

T: 01773 832331

June 2024

Dear Applicant

Thank you for showing an interest in the post of HR and Office Administration Assistant at the David Nieper Academy.

Our Academy is sponsored by the Christopher Nieper Education Trust, together with local employer partners, who are highly committed in supporting the development and achievements of our students. With an innovative approach to teaching, hands-on learning and brand-new purpose-built facilities, which opened in February 2017, we believe that this is a truly exciting time to join the academy. We are a growing school now of 780 students 11-18 and will soon be at our full capacity of 850 students 11-18. Our September 2022 Ofsted Inspection graded the academy as ‘Good in all areas’, a fantastic improvement from the ‘inadequate’ Ofsted rating when we took over the academy - and we endeavour to build on this as we grow and develop further.

Our aim is to raise standards, expectations, inspire excellence, to provide care and support, and to encourage students to achieve their full potential. We will help them develop confidence and key lifelong learning skills and to obtain the qualifications required as they look to future careers and explore the many opportunities in further education, apprenticeships, university and beyond.

David Nieper Academy has a clear distinctive character due to the integrated involvement of its prestigious business partners. High profile local businesses, most being either international or national household names such as Denby Pottery, Owen Taylor & Sons Ltd, Bowmer & Kirkland, Places for People, Equip UK alongside David Nieper Ltd, are committed to bringing the world of work and 21st Century employment practices into every classroom.

If you like the sound of the academy and are keen to be instrumental in its future success, then we would like to hear from you and look forward to receiving your application by **9am on Friday 9th July 2024.**

If you have any queries, please contact Mrs Maria Barnes via email at mbarnes@christopherniepereducation.org

Yours faithfully



Mr R White

Headteacher

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**Christopher Nieper Education Trust**

**HR and Office Administration Assistant**

David Nieper Academy, Grange Street, Alfreton, Derbyshire, DE55 7JA

Age Range – 11-18

37 hours per week – term-time only plus INSET days and one week – total of 40 weeks

Monday-Friday – Working hours to be agreed between 9am-5pm (4.30pm Friday)

Full-time

Responsible to: HR Manager and Finance & Operations Manager

Start date: July or September 2024

Salary: £22,810 FTE (pro-rated to 40 weeks) (Grade 4/5)

Actual Salary: £20,122 (pay award pending)

Do you want to support our students onto greater things? Are you excited by the opportunities and possibilities for our academy? Could you be part of a busy office environment, supporting staff, students and parents?

David Nieper Academy is an academy in the town of Alfreton, Derbyshire. A brand-new school building was opened in early 2017. A key aspect of our vision is our focus on applied learning within all subject areas and across year groups. We have seen an increase in student numbers within each year group and are currently over subscribed for Year 7; we are looking to build on this year on year. This is an immensely exciting time to be joining the academy and being a key driver in enhancing the academic and social achievement of our students.

The Governing Body is seeking to appoint a HR and Office Administration Assistant with specific responsibilities in supporting the HR work of the academy and Trust and supporting with general office admin and reception duties.

The successful candidate must be able to function well as part of a team and to work under their own initiative, have excellent written and communication skills, interpersonal and IT skills along with a ‘can-do’ attitude. You will need to be highly organised and have the ability to work under pressure and to deadlines, showing initiative and acting proactively when required.

The Governing Body is committed to the safeguarding of children and young people, so all staff appointments are subject to employment checks and a satisfactory enhanced DBS check.

Candidates should indicate an acceptance of, and a commitment to, the Academy’s policies in relation to equality and safeguarding and promoting the welfare of children.

It is an offence to apply for this role if an applicant is barred from engaging in regulated activity relevant to children.

Please follow the below link to view the David Nieper Education Trust Safeguarding/Child Protection Policy <https://davidnieper.academy/about-us/academy-policies/>

**Main Duties and Responsibilities**

Undertaking administrative duties within the Administration Team of the academy, working as part of the HR and admin team. To include:

* The administration of HR paperwork, routines and recruitment working with the HR Manager
* To support staff with general HR queries
* To support the HR Manager
* General office admin in this busy academy office
* Supporting parents, visitors, and staff
* Reception duties

**Duties and Responsibilities – working with the HR Manager**

* Be the first point of contact for staff on general HR matters, providing advice and guidance as appropriate
* To process HR admin including requests for staff absence liaising with the relevant staff
* Process transactional HR correspondence e.g. new starters, variations and leavers
* Payroll administration and data entry
* Undertake the admin as part of the recruitment and interview processes
* Undertake the admin and meet all statutory obligations in the recruitment and appointment processes; including meeting all “Single Central Record” and safeguarding requirements— e.g. DBS and disqualification checks, employment references etc.
* Maintain HR and personnel records, ensuring confidentiality at all times
* Provide administration support
* Produce letters, reports and collate information

**Undertaking administration tasks:**

* General administration work in a busy school office including reception cover
* To operate office equipment eg. computers, photocopiers
* Contribute to the team working of the office by supporting colleagues across the academy
* Contribute to the overall ethos/work/aims of the academy
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and GDPR, reporting all concerns to an appropriate person

Other duties following agreement with the Headteacher:

* Other duties as may be reasonably required in agreement with the Headteacher and Head of Finance & Operations

The post holder must:

* Maintain confidentiality and observe data protection and associated guidelines where appropriate;
* To maintain an awareness of Safeguarding Children initiatives;
* Understand and comply with all other relevant academy policies;
* Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy’s professional development and supervision arrangements;
* Undertake any necessary training associated with the duties of the post;

All duties and responsibilities must be carried out with due regard to David Nieper Academy’s Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to David Nieper Academy’s Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the General Data Protection Regulations (GDPR) Guidelines (Data Protection Act 2018)

Benefits

* Ongoing training, support and mentoring will be provided
* Free access to Health Assured Employee Assistance Programme
* Free onsite Parking
* Generous discount at the David Nieper Ltd factory shop

**Person Specification for** **HR and Office Administration Assistant**

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| **Job Criteria:** | **Essential**  | **Desirable** |
| **Qualifications** | * Minimum of 5 GSCEs or equivalent to include English & Maths at Grade 5/C or above (or equivalent)
* Willing to undertake further professional development
 | * Level 3 Qualifications
* Qualifications relating to HR and/or administration
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| **Skills** | * Excellent interpersonal communication skills
* Ability to ensure quality and accuracy, and work to a high standard
* Competent User of Microsoft Office
 | * Awareness of school organisation, policies, and procedures
* Knowledge of SIMS
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| **Knowledge** | * Previous experience of HR and/or administration
 | * Knowledge and understanding of HR policies and procedures
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| **Experience** | * Experience of working within a HR and/or Admin environment
 | * Experience of working within a school HR and/or Admin environment
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| **Work related circumstances**  |  | * Flexible and prepared to work outside academy hours in response to the needs of the academy and its users
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| **Personal qualities** | * Ability to work accurately and under pressure
* Ability to adapt to changing work loads
* Self-motivated and ability to motivate others
* Collaborative and works well in a team
* Proactive
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**Method of Application**

1. Curriculum Vitae will not be accepted. Please apply via our recruitment site, My New Term following this link; <https://mynewterm.com/jobs/142405/EDV-2024-DNA-14433>
2. The statement in your application should focus on:
* Candidate’s previous experience which will help in successfully undertaking the role of HR and Office Administration Assistant.
* Personal skills to benefit David Nieper Academy.
1. For any queries, please email mbarnes@christopherniepereducation.org
2. The academy operates a NO SMOKING policy on site.

5. Interviews - Candidates invited to attend interview will:

1. Have a tour of the academy and meet key members of staff
2. Complete in-tray exercise/related tasks
3. Have a formal individual interview with the selection panel.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

R White

June 2024