



ADVANTAGE  
S C H O O L S

# WHY WORK FOR ADVANTAGE SCHOOLS?

## ABOUT US

- At Advantage Schools, we aim to provide all children with the highest quality of teaching of an excellent curriculum, which enables them to become highly educated and active participants of society.
- You'll be working alongside a collaborative, forward thinking, friendly and supportive trust
- Unparalleled CPD opportunities with The National College catered to your development needs
- Excellent opportunities to develop and grow in a successful and expanding trust
- Fantastic children with a wonderful desire to learn
- Employee of the month scheme, winning shopping vouchers
- Fantastic staff benefits that make a difference to your work-life balance

## SAFEGUARDING

"We believe in the safeguarding and welfare of children and expect all staff to share this view."

The academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.

The Department of Education (DfE) has set out statutory guidance 'Keeping Children Safe in Education' for schools and colleges on safeguarding.

Safeguarding is defined in paragraph 4 as: "Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes."

The definition of 'children' includes everyone under the age of 18.

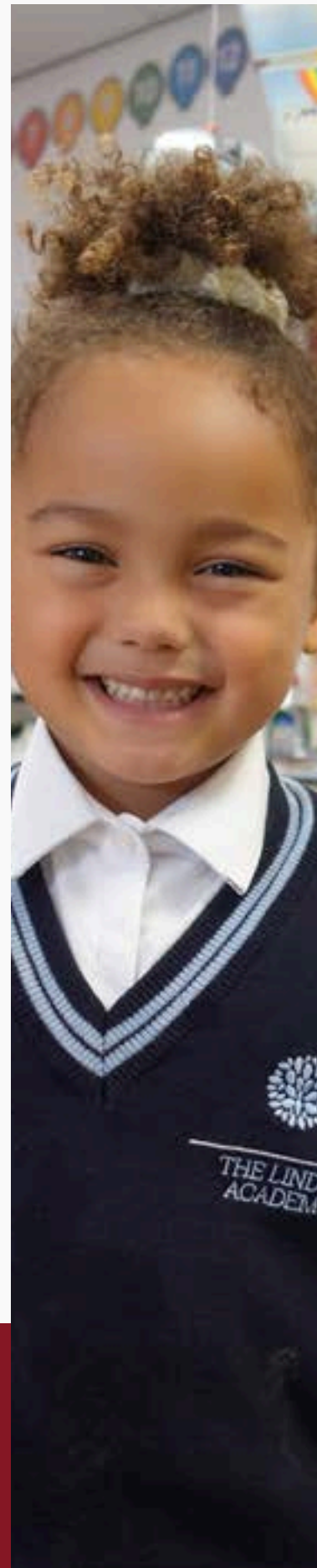
## WE LOOK FORWARD TO HEARING FROM YOU

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on:

[www.advantageschools.co.uk/join-us/work-for-us](http://www.advantageschools.co.uk/join-us/work-for-us)

If you have any questions about our vacancies or would like to visit our trust, please contact **HR Recruitment, Jay Powell on 01582 211 226** or [j.powell@advantageschools.co.uk](mailto:j.powell@advantageschools.co.uk)

If you decide to apply, you should include a letter with your application form on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack with particular reference to the person specification and outline any relevant experience you would bring to the trust. Please do not send a generic letter; we really are looking for someone who is prepared to respond to us as an individual trust. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it.



# OUR LEADERSHIP

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Thank you for taking the time to read our information pack and finding out more about Advantage Schools.

I am very proud of our family of schools. Together we are determined to maximise educational provision in this region, ending educational disadvantage.

At Advantage Schools, we 'punch above our weight'. Despite being a medium-sized trust we have been involved in national policy. We are a delivery partner for the National Professional Qualifications, the Early Career Framework. We deliver very large amounts of bespoke training via the Advantage Schools Knowledge Exchange. We share our work with other like-minded schools and trusts, and work towards being an 'outlier' organisation

Our collaborative partnership of schools provide exceptional educational provision inside and outside of the classroom for all of our children. Our schools ensure that pupils are supported, monitored and encouraged, ensuring that their learning experience will be challenging, rewarding and memorable. Pupils enjoy their time at our academies and give back to the wider community.



Stuart Lock,  
CEO

I am one of the Department for Education's National Behaviour Advisors, and at Advantage Schools, we have a national reputation for excellent behaviour and a focus on strong outcomes. We take behaviour and curriculum really seriously. Our teachers must be able to teach, and pupils able to learn. Our curriculum is an entitlement for all – we do not make exceptions in our high aspirations. But our families, colleagues and trustees are hungry for more. We will, therefore, recruit a colleague who is hungry for the school and trust to be better still; who will not tolerate mediocrity; who will challenge when required and inspire regularly. This will be underpinned by substantial knowledge about education.

We expect hard work, but we support and manage workload so that you can do the job sustainably.

If you are interested in the post but are unsure whether you have the skills and expertise that would make you ready to apply, please do get in touch for an informal, honest conversation. We can arrange tours of our schools and are happy to put you in touch with relevant colleagues. We will ensure that the right candidate is fully supported with training and through our established support network.

I very much hope that we receive your application.

With best wishes, Stuart Lock





# VALUES



## INTEGRITY, AMBITION, EXCELLENCE

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve the very highest standards. At Advantage Schools, we provide exceptional opportunities for all to be knowledgeable with experiences that broaden horizons. We ensure our children, students and adults cultivate a strong self-belief so that they can flourish and develop into successful, well-rounded, self-respecting people. Our commitment to this vision can be demonstrated by our values.

### INTEGRITY

We:

- provide a caring, nurturing environment where children and young adults feel happy, healthy and supported. Our academies will be places of safety, enabling pupils to develop courage, strong ambition and be the best that they can be
- act honestly and transparently, advocating for pupils even when this causes difficulties
- work together to share innovative practice and to provide a wealth of opportunities for all pupils and staff
- focus on the development of all our colleagues through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression

### AMBITION

We:

- provide exceptional lessons enabling our pupils to be successful and innovative
- share the best approaches to our key issues, e.g. teaching, assessment, attendance and curriculum development
- offer an interesting and challenging curriculum in each of our schools
- guarantee excellent 2-19 provision, with clear progression routes for all
- expect excellent behaviour and conduct at all times, allowing all to make progress and achieve
- place emphasis on collaboration with partners outside our trust to maximise opportunities for all

### EXCELLENCE

We:

- enable all of our pupils to develop and flourish, through close working and regular communication with our families and local community
- have a Cross-Trust focus on high achievement and standards, where children are supported to meet ambitious targets
- provide exciting opportunities both inside and outside of the classroom
- promote can-do attitudes and resilience across the trust that develop belief and high expectations

# STAFF BENEFITS

We offer a fantastic range of benefits across our trust, supporting our staff in a variety of ways. Ranging from an extensive **Wellbeing package**, to free tea and coffee, you can be reassured that we have your best interests at heart.



Refer a friend £500 bonus scheme



Enhanced pension employer's contribution & death in service payment



Free eye test vouchers for all staff members



Cycle to work scheme



Staff social events, including 5-a-side football and BBQs



Support for all staff with an experienced licensed counsellor



Car scheme through salary sacrifice



We are in the process of a big benefit review. Watch this space!

## CAREER PROGRESSION

Offering all our colleagues the opportunity to progress and flourish within their careers is paramount at Advantage Schools.

To continue our support for all members of our staff community, we have partnered with the Teacher Development Trust, offering our colleagues the opportunity to further their professional development by studying for specialist NPQs which are all completely funded.

We also offer CPD through The National College, offering a huge variety of CPD courses to all staff.



## EMPLOYEE ASSISTANCE PROGRAMME

All colleagues have access to our Employee Benefits Programme, offering them a huge range of perks from vouchers, to free hot drinks or sausage rolls, from online gym classes to free online movies and a substantial **wellbeing package**.

**As of 1st September 2024, Advantage Schools merged with The Shared Learning Trust. Below are the key benefits of this merger:**



**ADVANTAGE**  
SCHOOLS

### **ENHANCED CAPACITY**

The merged Advantage Schools has greater capacity and resources, enabling us to provide improved support and opportunities for our staff and students. This includes access to additional expertise, shared funding, and facilities that will enrich the educational experience.

### **CONTINUED GROWTH AND DEVELOPMENT**

We will benefit from shared best practices, innovative strategies, and collaborative initiatives that will enhance the quality of education and support services we offer.

### **IMPROVED SUSTAINABILITY**

By creating a larger organisation, we can ensure the long-term sustainability and viability of our educational provision. This move will enable us to navigate challenges more effectively and position ourselves for sustained growth and success in the evolving landscape of education.

### **COMMITMENT TO EXCELLENCE**

We share our commitment to excellence in education. By aligning with a like-minded organisation, we can collectively uphold high standards of teaching, learning, and student outcomes across all 10 schools.

### **OPPORTUNITIES FOR STAFF DEVELOPMENT**

Staff within the trust will have access to additional opportunities for professional development and career progression through a broader network of schools. This will enable our staff to further enhance their skills, expertise, and professional growth.

### **SCALE AND INFLUENCE**

A larger combined business support function will have increased scale and influence in negotiating contracts, partnerships, and collaborations with external vendors, service providers, and government agencies. This will lead to better terms and outcomes for all.





# RECRUITMENT BOOKLET



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SCHOOLS



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**SEE MORE AT**

[WWW.ADVANTAGESCHOOLSUK](http://WWW.ADVANTAGESCHOOLSUK)

## HR Advisor

An exhilarating opportunity to shape the future of HR strategy within Advantage Schools Trust. We are seeking a dynamic and passionate HR professional to join our team and work closely with the Head of HR and Academy to drive impactful change across our organisation.

As a key player in our mission, you will be the driving force behind delivering top-notch front-line HR services that not only meet but exceed expectations. Your role as a generalist HR specialist will involve handling various aspects of employee relations and transactions, with a specific focus on our renowned secondary academy, The Chalk Hills Academy.

You will be part of a welcoming, supportive and collaborative HR team, meeting regularly to share best practices, support each other with personal development and current cases.

### **The successful candidate will have:**

- A real love of Human Resources within a fast pace environment
- Graduate Member of CIPD or working towards
- At least five years' experience of working in a generalist HR environment, to include employee relations and transactions at all levels
- Be able to work sympathetically with the ethos of the Trust, developing effective and purposeful relationships
- Willing to learn from and with others in the development of good practice

### **Job Specifics:**

**Start Date:** With immediate effect or following a notice period to ensure a full and detailed handover

**Salary:** AS 20-30 actual salary £30,596-£38,523

**Hours:** 37hrs per week, 08.30 – 4.30pm Mon – Thurs, 08.30 – 4pm Fri, 52 weeks – However a term time only appointment would be considered for the right candidate.

### **Safeguarding**

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The Trust reserves the right to interview and appoint a suitable candidate before the deadline date.

## **Job description**



**Post:** HR Advisor – The Chalk Hills Academy

**Responsible to:** HR Manager

**Main Duties and responsibilities:**

- Be the go-to expert for managers and staff, providing expert advice and guidance on all matters related to employee relations and change management. From disciplinary and grievance processes to performance and capability procedures, you will be the anchor that keeps our organisation sailing smoothly.
- Embrace the challenge of managing an employee relations caseload, ensuring that our HR processes are delivered with precision and adhere to the highest standards of best practice and legislative compliance.
- Ensure effective monitoring of absence management and referrals to Occupational Health are carried out.
- Champion a proactive approach to absence management, ensuring that employees receive the support they need to return to work swiftly and safely. You'll work closely with external health providers and organisations to ensure the well-being of our staff.
- Ensure that reports are produced and circulated as required.
- Be the driving force behind innovation, constantly updating our HR letters and documents to align with the latest legislation and best practices.
- Assist with the updating of HR policies and procedures in line with legislation, ensuring that any relevant processes are aligned to any changes and that managers/staff receive appropriate briefings/training.
- Ensure that the Single Central Register is kept accurate and updated at all times
- Play a pivotal role in recruitment and selection processes, bringing in top talent to our team through innovative and cost-effective strategies. You'll even have the opportunity to conduct interviews and provide training on interview skills and techniques supporting our Recruitment team.
- Provide support in relation to the administration and processing of new starter paperwork including; DBS documents and offer letters.
- Manage and maintain contracts, personnel files and other employee information
- To undertake administrative duties and assist the HR team as required.
- To assist with the monitoring and evaluation of the performance, standards and quality of Advantage Schools Trust in relation to their area of responsibility.
- Demonstrate your commitment to equality and diversity by incorporating these values into all aspects of HR, including policy development and implementation, and conducting Equality Impact Assessments.
- To maintain an up to date knowledge of Safeguarding legislation, ensuring that statutory requirements are fulfilled, highest standards are maintained and trust Safeguarding policies and procedures are implemented, in particular with regard to the recruitment and retention of staff.
- To ensure that an up to date knowledge of Health and Safety legislation as applicable to the role is maintained and that trust Health and Safety policies and procedures are fully implemented and adhered to as applicable.
- Undertake any additional training highlighted by line management feedback.
- Lead by example to maintain a high standard of professionalism at all times.

Any other duties commensurate with this role as directed by the Head of HR and Principal.

The above lists are by no means exhaustive; it is more of a guide of expected duties. The post holder may therefore be directed to undertake any other duties commensurate with this role

**PERSON SPECIFICATION**

Candidates will be assessed on the following:

## **QUALIFICATIONS**

- Good general standard of education
- Graduate Member of CIPD or working towards

## **EXPERIENCE, KNOWLEDGE AND UNDERSTANDING**

- A real love of Human Resources within a fast pace environment
- At least five years' experience of working in a generalist HR environment, to include employee relations and transactions at all levels
- Experience of supporting managers across a variety of departments at different levels in all aspects of HR and training
- Someone who can be interrupted and provide advise throughout the working day
- Is able to coach middle leaders on HR practices
- Experience of working with DBS/Safeguarding protocols would be an advantage but not essential
- Understanding and practical knowledge of employment law and employer best practice
- Experience of working in Education would be desirable but not essential
- Experience of using a HR information system.
- Experience of working in a HR Generalist role
- Working with confidential information and maintaining its security
- Able to demonstrate knowledge of work systems, equipment, process and the use of standard IT packages.

## **SKILLS AND ABILITIES**

- Be able to work sympathetically with the ethos of the Trust, developing effective and purposeful relationships
- Organised and methodical approach to administration and record keeping
- Be able to communicate effectively and persuasively (you should be motivating and engaging, able to win 'hearts and minds')
- Be able to work effectively with external partners
- Excellent numeracy and literacy skills
- Accuracy with an eye for detail and the ability to produce documentation, policies and procedures in line with legislation to a high level.
- Be able to work under pressure and manage time effectively by prioritising ruthlessly
- Be able to allocate, organise and monitor resources
- Be able to plan and organise effectively
- Be able to motivate and inspire others
- The ability to accept responsibility and take full accountability for own performance.
- Be able to recognise and manage stress in themselves and others
- Be able to understand and interpret a range of data

## **ATTITUDES AND APPROACHES**

- A reflective practitioner with a desire for continuous improvement

- Want to develop own learning and do things differently and better
- Committed to high standards
- A commitment to working with the Head of HR within a multi-academy trust to develop a collaborative vision which embraces excellence, high standards and inclusion
- Possess energy and enthusiasm
- Willing to learn from and with others in the development of good practice
- Have a good sense of humour
- Have humility
- Resilience
- Willing to try out new ideas
- Flexible, so that when you are asked at short notice to change responsibilities,
- Ambitious – can see an opportunity to make an impact and develop own skills