



Samuel Whitbread Academy Application Pack

HR Assistant





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INTRODUCTION

Welcome to Samuel Whitbread Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

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Samuel Whitbread Academy

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ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at www.bestacademies.org.uk/jobs

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



ABOUT SAMUEL WHITBREAD ACADEMY

Samuel Whitbread Academy is a large, rural upper school with approximately 1,700 students including a Sixth Form approaching 450 students. The school is situated on the outskirts of the town of Shefford, in Bedfordshire, and has all the variety and energy of a fully comprehensive secondary school.

In our most recent Ofsted report (March 2023), we were judged as Good by inspectors. We are committed to continuing our journey to reach Outstanding and are constantly striving to develop our practice and raise outcomes.

The size of the Academy and membership of BEST means that opportunities available to staff are incredibly varied and wide-ranging. We have a growing reputation for developing an exciting and innovative culture of research within the Academy and believe high quality CPD for staff and a focus on workload and wellbeing results in confident, compassionate and happy staff who strive to do their BEST.



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: Midnight, Sunday 5th January 2025

Interview date: w/c Monday 13th January 2025

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

Job Title	HR Assistant
Based at	Samuel Whitbread Academy
Salary / grade range	NJC Scale 4D Points 15-20 (FTE £29,093 - £31,586 pro rata - actual £26,000 - £28,228 per annum)
Responsible to	Vice Principal (Staffing)
Hours	37.00 hours per week, working Monday to Friday, term-time only plus one additional week and five staff training days

Purpose of Role

To maintain accurate HR staff/volunteer/Governor records for Samuel Whitbread Academy (SWA) and process all staff changes in a timely fashion. To ensure that the recruitment process at the Academy for both teaching and support staff runs efficiently and all candidates are left with a positive image of BEST, its staff and its recruitment process. To be responsible for the recording of staff absence on internal and external systems and produce/advise Senior Leadership Team (SLT) on sickness absence triggers.

Duties and Responsibilities

HR Administration

- To provide basic advice on terms and conditions of employment, and the Staff Handbook, seeking further clarification on more complex enquiries as appropriate
- To process and accurately maintain manual and computerised HR record systems, including SIMS
- To be responsible for the annual leave records for full-time staff and any special leave records for all staff; working in conjunction with the Cover Manager.
- To ensure all new staff are provided with the relevant forms and information they require in order to facilitate payroll/ HR processing and that they are given guidance on key information and policies to aid their induction at SWA.
- To coordinate and be responsible for updating the school's Single Central Record (SCR) and ensure that this compliant with DfE regulations; reporting back to the Principal as and when required.



- To create, maintain and update staff personnel records - ensuring compliance with data retention policies and disposing of unnecessary information in a secure and timely manner.
- To be solely responsible for the completion of statistical returns regarding Academy staff/personnel within given deadlines.
- To manage the Midday Supervisor duty rota and the Lunchtime Detention Supervisor rota.
- To act as the HR lead in formal Sickness Absence procedures, ensuring that SLT and line managers are fully supported.
- To support and advise managers during formal procedures to ensure best practice and consistency across the Academy.
- To produce official documentation required in formal procedures, taking advice from external HR providers when necessary.
- To collate exit interview data.
- To ensure all internal HR forms are compliant and fit for purpose with regard to changes in legislation.
- To produce guidelines or template forms for SWA and potentially, the Trust on new processes and procedures should none be in circulation.
- To act as Academy system administrator for the Trust's Smartlog training programme. To include creating new staff profiles and delegating training.
- To work with the BEST Operations Manager on specified projects.
- To support other BEST Academies with HR queries and best practice on the School Central Record (SCR).

Payroll

- To ensure the collection of pay related information ready for input to the monthly payroll.
- To manage the SLT authorisation, administration and processing of the monthly payroll changes.
- In conjunction with the Finance team, ensure that all queries from the draft Payroll responses are verified and rectified prior to payroll being authorized. Liaising with the external payroll provider as and when necessary.
- To provide basic advice and guidance on PAYE, NI, Pension referring to external agencies where necessary.

Recruitment

- To be solely responsible for advertising staff vacancies and following Trust recruitment procedures, updating job descriptions when directed.
- To assist with the development of job descriptions and person specifications in conjunction with the central BEST HR team and SLT.
- To deal with enquiries from potential applicants and issue application packs as required.



- To organise the interview process as required; including collating interview packs and administering selection tasks.
- To arrange for pre-employment checks to be carried out i.e. references, medical and DBS clearances, Right to Work in the UK as well as qualification checking. To create letters of appointments ensuring associated documentation is provided to the successful candidate and auctioning the resulting staff changes.
- To work with all local and bought-in HR contacts to ensure accuracy, consistency and prompt issue of staff contracts of employment.

Absence

- To record Leave of Absence and daily staff absence provided by the Cover Manager onto all necessary systems (SIMS / Bedford Borough Council) for payroll and recording purposes.
- To monitor individual staff sickness absence and inform line managers/SLT when formal sickness absence triggers have been reached.
- To prepare documentation for all formal sickness absence meetings, supporting SLT when required.
- To ensure Self Certification / Return to Work forms are distributed in a timely manner, ensuring that staff complete these for each sickness absence, upon their return to work.
- To complete statistical returns regarding staff absence within given timescales and ensure accurate information is recorded.

Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the BEST Principals to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION

Job Title: HR Assistant

Attributes	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> Educated to GCSE level (or equivalent) with English and Maths at A*-C (9-4). CIPD Level 3 qualified 	<ul style="list-style-type: none"> A-Levels CIPD Level 5 qualified Business Degree
Professional Experience	<ul style="list-style-type: none"> Previous experience of working in a busy office environment. Proven administration and organisational skills. 	<ul style="list-style-type: none"> Previous experience of working in an administration role within education. Work experience in a similar or same role in an administrative capacity. Experience of Bromcom Database, and other education data sets.
Professional Skills & Knowledge	<ul style="list-style-type: none"> Good standard of IT skills including word processing, spread sheets, publishing, and data management Effective written and oral communication skills Excellent inter-personal skills with the ability to work collaboratively Ability to take on responsibility and work with autonomy within set boundaries. Good time management and prioritising skills plus the ability to complete task with a high degree of accuracy. 	<ul style="list-style-type: none"> Up to date working knowledge of MS Office, especially Excel, and Bromcom (Schools Information Management System).
Personal Qualities	<ul style="list-style-type: none"> Able to work in an organised and methodical way Able to prioritize and manage workload, working effectively and calmly under pressure Able to maintain confidentiality Able to relate well to school staff, external suppliers and maintain good relationships with staff throughout BEST Open and constructive, accepting of feedback and always willing to learn A 'can do' positive approach: energetic and enthusiastic with an excellent sense of humour Self-motivated, self-reliant and well organised, able to work on own or as part of a team 	
Physical	<ul style="list-style-type: none"> Ability to deal with goods inwards including some physical lifting 	



<p>Other</p>	<ul style="list-style-type: none"> • Knowledge of relevant safeguarding/ child protection legislation and best practice • Values and respects the views and needs of children and young people • Appropriate DBS clearance (before post is taken up) • Willingness to undertake additional training as necessary 	
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We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance

