

Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

Job Advert



Chorus Education Trust is a growing Multi-Academy Trust, founded by Silverdale School in Sheffield. We collaborate with primary and secondary schools across South Yorkshire and North Derbyshire, drawing on the outstanding expertise in our region to ensure every child gets the very best education possible.

As part of our values, we are committed to supporting inclusion and diversity at Chorus. We actively celebrate colleagues' different abilities, sexual orientation, ethnicity, faith, and gender. Everyone is welcome and supported in their development at all stages in their journey with us.

The Trust Central Team is based at Acres Hill Business Park, Acres Hill Lane, Sheffield S9 4LR. The successful candidate will be required to travel to all Trust sites when required.

HR Administrator

Grade 5, SCP 15-20, £27,803 - £30,296

Permanent 37 Hours / 52 Weeks

To start: As soon as possible

About this vacancy

Required to start as soon as possible, we are looking to recruit an enthusiastic and knowledgeable HR Administrator to join our Central Team and contribute to the development of the HR service.

As part of the Central HR team, you will: provide HR support to coordinate and deliver high quality HR support for the academies within the Trust, ensuring that efficient and effective processes and systems are followed to support compliance.

The successful applicant will be flexible, self-motivated, a good communicator with an excellent attention to detail and IT skills. Whilst a formal HR qualification is not essential the post requires someone with a clear understanding of general HR principles and procedures.

As an employer we invest in our employees and develop our talent, giving access to CPD that supports our employees to be the best they can be.

This role would suit an experienced HR Assistant or someone looking for the opportunity to train and progress as part of a supportive team. Applicants are welcome to discuss any aspect of the role with Carly Braid (Director of HR).

Chorus Education Trust is proud to support flexible working arrangements.

To apply

The full application pack is available from www.chorustrust.org/vacancies and completed Chorus Trust application forms are to be sent to Alice Pearson (HR Advisor) at: recruitment@chorustrust.org

Please note that CVs and Sheffield City Council application forms will not be accepted.

Deadline for applications: 11.59pm on Monday 1st April 2024

Interviews to be held: week beginning 15th April 2024

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

The Trust will also conduct an online search of the successful candidate in line with Keeping Children Safe in Education advice.

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy www.chorustrust.org/policies.

Job Description: summary

Post title:	HR Administrator
Profile:	BS3.5
Grade:	5
Grade spinal point range:	15-20
Accountable SLT post:	Chief Operating Officer
Line Manager of post holder (if different):	Director of HR
Staff to be supervised or line managed by post holder:	n/a
Post holder will work with:	Teaching and Other Support Staff
Holiday and sickness relief by/for:	By and for other HR, Administration & Support Staff
Purpose of job:	To be responsible for providing an efficient and effective HR advice and administration service, contributing to the development of the HR function and supporting the Central HR Director as appropriate.
	This post may work across the Trust schools.
Version revised:	March 2024

Job Description: duties

The post holder must at all times carry out their responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

These include but are not limited to:

Specific duties and responsibilities

- To be responsible for the delivery of the schools HR service, including the provision of HR general advice, supporting staff recruitment, administration of personnel records and data, ensuring confidentiality and Trust policies and procedures are adhered to at all times.
- To be the first point of contact for HR related queries.
- Work closely with and support the School BSSMs providing the Senior Leadership Teams with regular routine advice and staffing updates/data.
- To undertake the efficient and accurate preparation, input and maintenance of staff information and data into the Human Resource systems operated by the Trust in accordance with agreed procedures and regulations.
- Create, maintain and update confidential HR records for all staff. Ensuring that all employee data and personnel files are secure, accurate, up-to-date and fully compliant with all relevant legislation and Trust expectations.
- In conjunction with other colleagues organise and support the school's recruitment and induction process, ensuring all Trust procedures are followed.
- The administration of new starters, leavers and changes to employment status (e.g. pre-recruitment and DBS checks, employment contracts, letters, probationary reviews, fixed term contracts, liaison with payroll, pensions, etc. assigning codes, passes, keys, etc.) including updating the school and Trust information management systems.
- Complete HR related financial transactions in conjunction with the school BSSMs/ Finance Managers.
- Maintain and update appropriate HR systems and provide reports as required.
- Maintain and update the school single central record or equivalent.
- Ensure HR policies and procedures are up-to-date, and appropriately communicated, working with the school BSSMs and central HR team/ Director as appropriate.
- In conjunction with other colleagues monitor and report on staff absences ensuring Trust policies and procedures are followed.
- Initiate appropriate action in respect of staff absences, including actioning/processing leave absence requests, arrangement of absence monitoring meetings and occupational health referrals.
- Provide support to colleagues on the completion of HR related forms.
- Ensuring appropriate information on the MLE and in the staff handbook is reviewed and kept up to date.
- Support Senior Leadership Teams with the annual review and updating of the School Calendars and the staff rotas.

Support for the Trust / School (applies to all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Assist with the clerical duties of the administration team as required and as appropriate to your role.
- From time to time, to meet the needs of the Trust, you may be asked but not expected to work hours additional to your normal working hours. The Trust will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Team responsibilities - All Business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

Person Specification

Job title: HR Administrator

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience, and skills			
General HR and administration experience including management of recruitment, absence management and provision of general HR advice	✓		A / I
Generic administrative experience to include word processing/typing, filing, collating, proof-reading of material, data entry and spreadsheet use, using Microsoft Office packages.	✓		A / I
Experience of undertaking HR calculations (e.g. holidays, redundancy payments, pay awards etc)		✓	A
Working in a busy environment with many priorities and conflicting deadlines.	✓		A / I
Ability to organise time and work to tight multiple deadlines, keeping calm under pressure.	✓		A / I
Experience of an education, training, or similar environment.		✓	A
Excellent record keeping, information retrieval and interpretation and dissemination of data.	✓		A / I
Qualifications			
Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C)	✓		A
Certificate in HR Practice or equivalent		✓	A
Other skills			
Work effectively as part of a team recognising own role as a team member.	✓		A / I

Ability to use own initiative to work flexibly and respond positively to a range of demands, timescales, and situations.	✓		A / I
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		A / I
Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓		I
Ability to learn from experiences.	✓		I
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Ability to work alongside young people (not necessarily in school environment).	✓		A / I
Interpersonal skills			
Communicate effectively with people at all levels e.g. school staff, students, governors, and external contacts/ suppliers.	✓		I
Ability to work tactfully and foster good relations with a range of colleagues and stakeholders at all levels.	✓		I
Strong interpersonal skills with the ability to motivate others to ensure deadlines are met.	✓		A / I
Maintain strict confidentiality of information.	✓		A / I
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		I
Able to make a positive contribution to the team.	✓		A
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		I
Maintains standards set by the organisation.	✓		I
Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I

Child protection

A commitment to the responsibility of safeguarding and promoting the welfare of young people.

✓

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