Ted Wragg Multi Academy Trust

HR Officer

TRANSFORMING LIVES THROUGH LEARNING
Letter from the Chief Executive Officer of the Ted Wragg Multi Academy Trust

Dear applicant

On behalf of the Ted Wragg Multi Academy Trust I would like to thank you for your interest in the role of Director of English.

This is a hugely exciting time for our growing Multi Academy Trust and we are looking to appoint a Human Resources Officer with generalist HR experience to assist us in building and embedding our trust wide HR provision.

The successful candidate will:

• Have excellent verbal, written and interpersonal skills.
• Maintain a strong attention to detail with the ability to work accurately and independently.
• Have excellent time management and organisational skills.
• Be trusted with highly confidential information.
• Have confidence and ability to develop and maintain professional relationships at all levels within the organisation, as well as with external contacts.
• Ability to manage conflicting priorities, exercising responsible judgement when appropriate.

In return we can offer a competitive salary, wide ranging career development opportunities and a real opportunity to make a difference to the lives of our pupils.

We are incredibly proud of our reputation for successful school improvement and the potential our MAT has to further improve standards of education for all children no matter what their starting point or their background. The Trust board is highly ambitious and committed and we are looking for individuals who share the same values.

Please download an application pack from our website www.tedwraggtrust.co.uk. For more details or enquiries please contact Becky Hargreaves, HR Manager by email: becky.hargreaves@tedwraggtrust.co.uk.

The closing date for applications is 5pm on Monday 9th July 2018

I look forward to receiving your application.

Best wishes

Moira Marder
Chief Executive Officer
Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about education in general, and Exeter in particular, and about how education can transform young people’s futures.

The Trust shares Ted Wragg’s passion for education and the difference it can make to social mobility, progression, self-esteem and ultimately success, in an increasingly competitive education and jobs market.

The Ted Wragg Multi Academy Trust’s ambition is to raise the aspirations of young people and enable them to become fulfilled, life ready, confident and motivated citizens, able to contribute actively to a democratic society. All pupils within the Ted Wragg Multi Academy Trust, regardless of social or cultural background, are motivated to succeed and make outstanding progress because their needs are met through creative, relevant and innovative provision.

THE AIMS OF THE TED WRAGG TRUST ARE TO:

- Work in genuine partnership to strengthen schools and their communities.
- Foster a culture of positive challenge and continual school improvement.
- Provide a common sense of purpose with a focus on outstanding teaching and learning.
- Offer an excellent educational experience so that every pupil fulfils their potential.
- Encourage a rich, dynamic and purposeful range of learning opportunities for all pupils.
- Develop life-enhancing values so that pupils leave school with a sense of self-worth and determination to succeed.

The Ted Wragg Multi Academy Trust currently has five school members, Isca Academy, St James School, the Cranbrook Education Campus West Exe School and Exwick Heights Primary School. We also have a partnership management agreement with All Saints Academy in Plymouth. We have trustees from the University of Exeter and Exeter College, as well as from local businesses.

The key aspect that makes our Trust exceptional, is that with the ‘Members’ we have an inspirational progression route from an Outstanding Primary, through an Outstanding FE College, to a world-class, top 100 Russell Group University.

Website: http://www.tedwraggtrust.co.uk
Job Title: Human Resources Officer  
Location: Ted Wragg Multi Academy Trust  
Responsible To: HR Manager  
Salary Grade: E  
Contract: Permanent (Term Time Only)

Key Purpose of Job
Supporting Headteachers, Managers and Administrators across the Trust to effectively and efficiently respond to HR requirements by:
Developing and revising systems, policies, processes and documentation enabling the Trust to maintain legislative and procedural compliance, avoiding potential legal claims and maintaining good employee relations.
Support the Trust Establish Management process.
To develop personal and professional HR expertise to meet the changing demands of the role.

Anticipated Outcomes of Post
To support the HR Manager to provide an effective and efficient HR Services across the Trust and other partnerships supported by the Trust.

Key Responsibilities of the Post
Under the guidance of the HR Manager:

- Provide comprehensive, customer focussed, solution based, effective and efficient HR guidance and advice to Headteachers, Managers and Administrators in accordance with the Trust policies and procedures, employment law and good practice, seeking guidance from the HR Manager where appropriate.
- Act as a first point of contact for both internal and external contacts, providing a triage service for the HR Manager, ensuring that all HR requirements are responded within an acceptable time frame.
- Develop and maintain policies, guidance, and template documentation to support the consistency of the full range of HR administration activities undertaken within each academy.
- Co-ordinate the establishment management process, ensuring appropriate authority is in place for new and changed posts, updating the Trust HR systems, supporting Academy Administrators, Headteachers, Payroll and Finance Services to fulfil their responsibilities.
- Undertake the full HR Administration service for the Central Service Team.
- Support the centralised HR data system to ensure appropriate access and control, ensuring information is appropriately accessible and ensuring full compliance with GDPR.
- Administer the Central Single Central Record and maintain a system to work together to access appropriate information for shared employees.
- Support the HR Manager to co-ordinate the Trust Apprenticeship Programme, working with partnership agencies to develop the programme to support the Trust requirements.
- Support Trustees, Executive Leadership Team, Headteachers and other Trust Managers by collecting, collating and preparing reports for Key Performance Data.
- Support the Central HR Function by developing and maintaining a Trust induction process which supports the Trust to be compliant with statutory regulations and best practice, using varying initiatives to meet the needs of each Academy and different groups of employees.
• Co-ordinate central recruitment campaigns, developing and providing documents, liaising with external agencies and offering administrative support to appointing managers.
• Provide support to the HR Manager by providing administration support, preparing reports, documents, setting up and supporting with the delivery of meetings, consultation and training events.
• Support the delivery of HR training as identified by the HR Team Manager.
• Support change management programmes including TUPE transfers and the management of redundancies under the guidance the HR Manager
• Assist in consultative and communication processes for the Trust and other partners, both formally through JCCs, individual consultation processes and informally.
• Assist in supporting newly appointed members of the central service team to ensure an appropriate quality of service delivery.
• Maintain an up-to-date knowledge of the procedures and processes for safeguarding the welfare of children actively promote best practice.
• Undertake CPD to maintain up to date personal knowledge and expertise
• Actively challenge and seek to eliminate any directly or indirectly discriminatory practices or behaviours

Supervision / Line Management Responsibilities of the post
1. The post holder will not hold any responsibility for managing other post holders.

Working Environment & Conditions of the post
1. Normal office environment

Other Duties
a) To undertake additional duties as required, commensurate with the level of the job.

b) To contribute to the effective working of the Trust

c) Maintain positive, professional relationships with students, parents / carers, employees, Governors and Trustees

d) Support each school to maintain a presence which supports the highest standards of behaviour and site-usage;

e) To participate in induction training, staff review processes and professional development opportunities

f) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.

g) The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and School vehicles.

h) The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.

i) The post-holder is expected to familiarise themselves with and adhere to all relevant Policies and Procedures.
a) The post-holder must comply with the Health and Safety requirements specifically for the school they are working at

b) The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post.
# Person Specification

<table>
<thead>
<tr>
<th>Area</th>
<th>Essential</th>
<th>Desirable</th>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Experience</strong></td>
<td>Experience of:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• HR generalist admin/support or similar competence</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Provision of advice to managers or similar competence</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Working in a customer focussed environment</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Delivering practical solutions within an organisational framework</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Experience of:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Persuading, influencing and negotiating to achieve successful outcomes.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• NJC and Teachers Pay and Conditions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Resolving conflict situations</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Policy development</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Practical Skills</strong></td>
<td>Ability to:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Interpret and apply policies and terms and Conditions of employment;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Research</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Persuade, influence and negotiate</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Organise and prioritise own work</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Prepare clear and concise reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Respond to a high volume workload</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Problem solve</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ability to:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Research at a high level</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Find innovative solutions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Use efficient and effective research techniques</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Communication</strong></td>
<td>• Excellent and effective presentation, interpersonal and communication skills.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• The ability to write coherently and cogently.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Ability to communicate effectively to diverse audiences.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Ability to fulfil all spoken aspects of the role with confidence and fluency in English.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Personal Qualities</strong></td>
<td>Demonstrate:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Self motivation with a desire to learn and develop within the role</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Potential to achieve in HR environment</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Commitment to high quality service delivery</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Ability to work using own initiative as well as be a team player</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• A professional, business-like image.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Demonstrate:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Empathy</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Behavioural awareness</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Commitment to contribute equally to the achievement of best practice for the team.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• The ability to deliver and demonstrate resilience under pressure.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strategic Thinking</td>
<td>Ability to assess the consequences of actions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td><strong>Technology / IT Skills</strong></td>
<td>Able to use a range of standard computer applications including Outlook, Word and Excel</td>
<td>Experience of an HR Information Management System. Experience of iTrent Experience of SIMs</td>
<td>Application Interview</td>
</tr>
<tr>
<td><strong>Education and Training</strong></td>
<td>Evidence of continuing professional development. Commitment to work towards a relevant professional qualification. Evidence of ability to successfully undertake further study at the required level</td>
<td>Relevant professional qualification or equivalent Currently studying towards a relevant professional qualification (such as CIPD, CPP, NVQ)</td>
<td>Application Interview Certification</td>
</tr>
<tr>
<td><strong>Knowledge</strong></td>
<td>A detailed knowledge of HR best practice and how it fits with employment legislation or the potential to acquire that knowledge rapidly</td>
<td>A developing knowledge of employment legislation, and case law and their pragmatic application Understanding of the application of NJC terms and conditions, and Teachers Pay and Conditions</td>
<td>Application Interview Assessment</td>
</tr>
<tr>
<td><strong>Other Relevant Factors</strong></td>
<td>Ability to travel, sometimes at short notice, throughout the County.</td>
<td></td>
<td>Application</td>
</tr>
</tbody>
</table>
1. **Supervision and Management:**

These posts will not have direct supervision and/or management responsibilities.

2. **Creativity and Innovation:**

Post holders must demonstrate creativity and innovation on a daily basis through interpretation of employment law and HR Best Practice taking into account the practicalities of the situation to resolve issues. They are required to make sound judgements when faced with operational and policy situations. They are required to assimilate issues and interpret and apply legislation, policy and procedure on a day to day basis including assessing risks to the organisation. Where issues are more complex, support from more senior colleagues is provided as required.

3. **Links with other officers, Service users or Members of the Public:**

The post holder will develop networks and liaise with a diverse and broad range of contacts both internally and externally. The post holder will regularly respond to issues raised by assessing the details to establish the best advice, guidance and response. Where matters are more contentious or complex the post holder will refer matters to the HR Manager for support, guidance and responses.

4. **Levels of Responsibility:**

The post holder is required to provide a range of options in order to respond to a variety of day to day HR issues. They explain the implications of each course of action and make appropriate recommendations to resolve them.

5. **Effects of Decisions:**

The post holder is able to understand and assess the consequences of the application of policies and procedures in basic HR situations and will seek advice in more complex situations. This may include resolving situations such as individual employees returned to work after long term absence or revising policy to ensure compliance with employment law.

6. **Resources:**

The post holder is not responsible for any cash, or other items of significant value beyond the IT equipment issued to enable the post holder to fulfil their role.

7. **Work Demands:**

Workloads are subject to strict deadlines, e.g. some deadlines and timescales are fixed and immoveable; and there are sometimes frequent interruptions which result in changing circumstances or demands. Failure to meet deadlines or timescales may have significant consequences.

8. **Physical Demands:**

Normal office environment/driving/driving some distance

9. **Working Conditions:**

Normal office environment
10. **Work Context:**

Normal office environment/some contact with aggression/stressful and distressing circumstances e.g. death in service, serious illness/regular driving requirement. Occasional requirement to work extended hours.

11. **Knowledge and Skills:**

Ability to undertake work of a range of activities applying to a variety of contacts from different Academies which requires detailed knowledge and skills in a specialist discipline. See Person Specification. A relevant professional qualification is desirable.

The post holder will provide advice and guidance to Manager on the interpretation and application of policies and procedures. They refer to the HR Manager only for advice and guidance in dealing with complex issues e.g. discrimination, redundancy, safeguarding (child & Adult Protection). The knowledge that is required centers on employment law and HR Best Practice in a range of employment issues. The post holder will likely be studying for an appropriate qualification such as the CIPD.

The post holder will have specialist knowledge which they will be required to update on a regular basis.

**Skills/Abilities**

- Highly developed communication and presentation skills, including report writing skills.
- Ability to research, and revise policies and procedures.
- Tact and sensitivity in resolving highly sensitive issues.
- Communication with managers to influence them on a range of HR issues.
- Ability to manage a high volume of work and deliver within a specified timeframe.
- IT skills to a level which will enable effective use of computerised information systems and clear presentation of reports and other material.