



# Working

## With Us

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## Together we Exceed

### **RECRUITMENT INFORMATION PACK**

Position: HR Assistant

Grade: Band 7/8

January 2023

# Contents

MESSAGE FROM THE CEO .....	2
ABOUT US .....	3
OUR PURPOSE AND ETHICAL GOALS.....	4
JOB ADVERT .....	5
JOB DESCRIPTION .....	6



# MESSAGE FROM THE CEO

Dear Candidate,

We would like to thank you for your interest in joining Exceed Academies Trust as a HR Assistant.

I am delighted that you are interested to see how Exceed Academies Trust can support you in your career. You may already know a little bit about our amazing schools and organisations, we hope that after reading the enclosed pack that you will consider applying to be part of our outstanding team.

Exceed Academies Trust is an educational charity that runs schools on behalf of the Government. We are a cross phase Trust comprising of ten schools: eight primaries, one all-through (3-16), and one alternative provision academy. Our family of schools are all located within the Bradford district and mostly serve communities with some of the highest levels of social and economic challenges in the city. Our schools are inclusive, community focused, and supportive. We make no excuses for outcomes and a number of our schools have traditionally been some of the highest performing both locally and nationally, with two schools featuring in the Sunday Times list of top 250 state primary schools in the country. Our Sponsored Academies are being supported on their journey to Outstanding, one of which was recently rated in the top five in Bradford for its amazing KS2 Outcomes.

Exceed Academies Trust recognises its moral purpose to support schools and academies across the city and the region. Exceed Academies Trust is responsible for and runs the Bradford Teaching School Hub on behalf of the City. The Trust is also responsible for a SCITT (School Centre for Initial Teaching Training) and has recently been approved as an Apprenticeship Training Provider. The SCITT trains 50 primary school teachers each year and has two hubs, one in Leeds and one in Bradford.

As a Trust, we are determined to be an 'Employer of Choice' where our staff are seen as the key and the most important resource. Our staff are supported through professional development and an active wellbeing strategy. We believe in supporting staff to achieve a healthy work life balance, for the benefit of the children in our schools, as well as to support them to enjoy their personal lives, family and social time. We are keen to support initiatives that build healthy teams, support personal resilience and we provide opportunities to seek support for staff mental health and general wellbeing.

I would like to thank you once again for your interest in Exceed Academies Trust and the position of HR Assistant. I hope the information provided gives you a sense and feel for our organisation. If you believe that your own values are a good fit with our Trust, we would be delighted to receive your application and look forward to working with you to support the children and young people of Bradford.

**Duncan Jacques, CBE**  
**Chief Executive Officer,**  
**Exceed Academies Trust**





# ABOUT US



Exceed Academies Trust believes that successful schools develop their own identity and individuality and are best placed to meet their own community's needs. We believe that partnership working, the sharing of good practice and being outward facing as an organisation supports our aims and leads to outstanding results.

We are a cross phase Trust of nine academies; seven primary, one all-through, and one alternative provision academy; we also run a maintained nursery school through a service level agreement. It is our aim and determination to be as inclusive as possible.

*Each academy has its own website, please visit these websites to find out more about them.*



**BAILDON GLEN  
PRIMARY SCHOOL**



The Trust recognises its moral purpose to support schools and academies across the city and the region. We are responsible for running and managing the Bradford Teaching School Hub on behalf of the DfE, deliver high-quality school-led Initial Teacher Training through our Ofsted Outstanding SCITT, and facilitate a wide range of school improvement support for Exceed Academies Trust and beyond through our Institute.





# OUR PURPOSE AND ETHICAL GOALS

Our core educational vision is to provide an **outstanding school experience for all.**

Our schools aim to be inclusive, high achieving and ones in which our learners, staff and the wider community strive to **'see what's possible'**.

Our schools retain their individuality, own identity and local governance.

The Trust recognises its moral purpose to support schools and academies across the city and the region.

***Children and students are at the heart of everything we do***

Our tagline is simple: **Together we Exceed**

All of our work is underpinned by our ethical goals:



## ETHOS & VALUES

To improve outcomes and life chances for the learners in its schools

To impact positively on the communities that are served

To ensure that all Trust schools become 'good' or better

To ensure that all learners are prepared and contribute to life in modern Britain

To contribute to system wide improvements in education

# JOB ADVERT

## HR Assistant

**Permanent, 37 hours per week, All Year Round or  
Term Time Only options available  
Band 7/8, scale point 11-22 FTE £24,049 - £29,447**

We are an expanding Multi-Academy Trust that currently includes eight primary academies, one all-through academy and a multi-site alternative provision Pupil Referral Unit. We also work closely alongside and in collaboration with a Local Authority maintained nursery, Canterbury Nursery School.

Exceed Academies Trust have an excellent reputation within the local and wider community and we are proud to lead the Bradford Teaching School Hub, supporting all schools in Bradford. We also boast an Outstanding SCITT provision as well as possessing an exceptional track record of supporting staff to grow and develop their careers through the Exceed Institute.

Due to the expansion of our Central Team, Exceed Academies Trust would like to appoint a **HR Assistant** to work within the busy Central HR team based at the Trust head office at Horton Park Primary School in Bradford. However, this will be a hybrid role and may also involve some travel to the other academies within Exceed Academies Trust.

Supporting and working alongside the Chief HR Officer, HR Business Partner and HR Advisor, the **HR Assistant** role will involve all aspects of HR and Payroll administration including creating HR documents, contracts of employment, letters and policies on behalf of the Trust as well as assisting our schools with any administrative queries they may have. With involvement in the payroll administrative processes on behalf of the Trust, the successful candidate will assist in ensuring the accurate provision of monthly payroll data submissions, including ensuring all staff receive the correct pay and benefits.

An integral part of an outstanding HR team with an enviable reputation, this position is most suited to someone who truly wants to make a difference to the lives of the young people of Bradford. The right candidate will be a strong team player, proactive and innovative, with a desire to challenge the norm. Previous HR administrative experience is essential, as is a desire to provide the best possible HR support to our schools.

If you would like to discuss this opportunity in more detail please contact Laura Armitage, HR Business Partner on 07739 027227 or email [laura.armitage@exceedacademiestrust.co.uk](mailto:laura.armitage@exceedacademiestrust.co.uk).

Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Shortlisted candidates will be subject to related online content checks, in line with Keeping Children Safe in Education 2022. All appointments are subject to an enhanced DBS check as well as successful completion of a probationary period.



***CVs and applications made via Indeed will not be accepted.***

Please return completed application forms by email to: [recruitment@exceedacademiestrust.co.uk](mailto:recruitment@exceedacademiestrust.co.uk)

**Closing date:** Monday 23 January 2023 at 09:00 am

**Interviews will be held:** w/c 30 January 2023



# JOB DESCRIPTION

<b>Post title:</b>	HR Assistant
<b>Contract:</b>	Permanent, Term Time Only
<b>Pay range:</b>	Band 7/8
<b>Line manager:</b>	HR Business Partner
<b>Supervisory responsibilities:</b>	N/A
<b>Location:</b>	Exceed Academies Trust HQ (Horton Park Primary School) with occasional travel to undertake duties at any of the schools/academies and home working as required
<b>Hours of Work:</b>	37 hours per week.

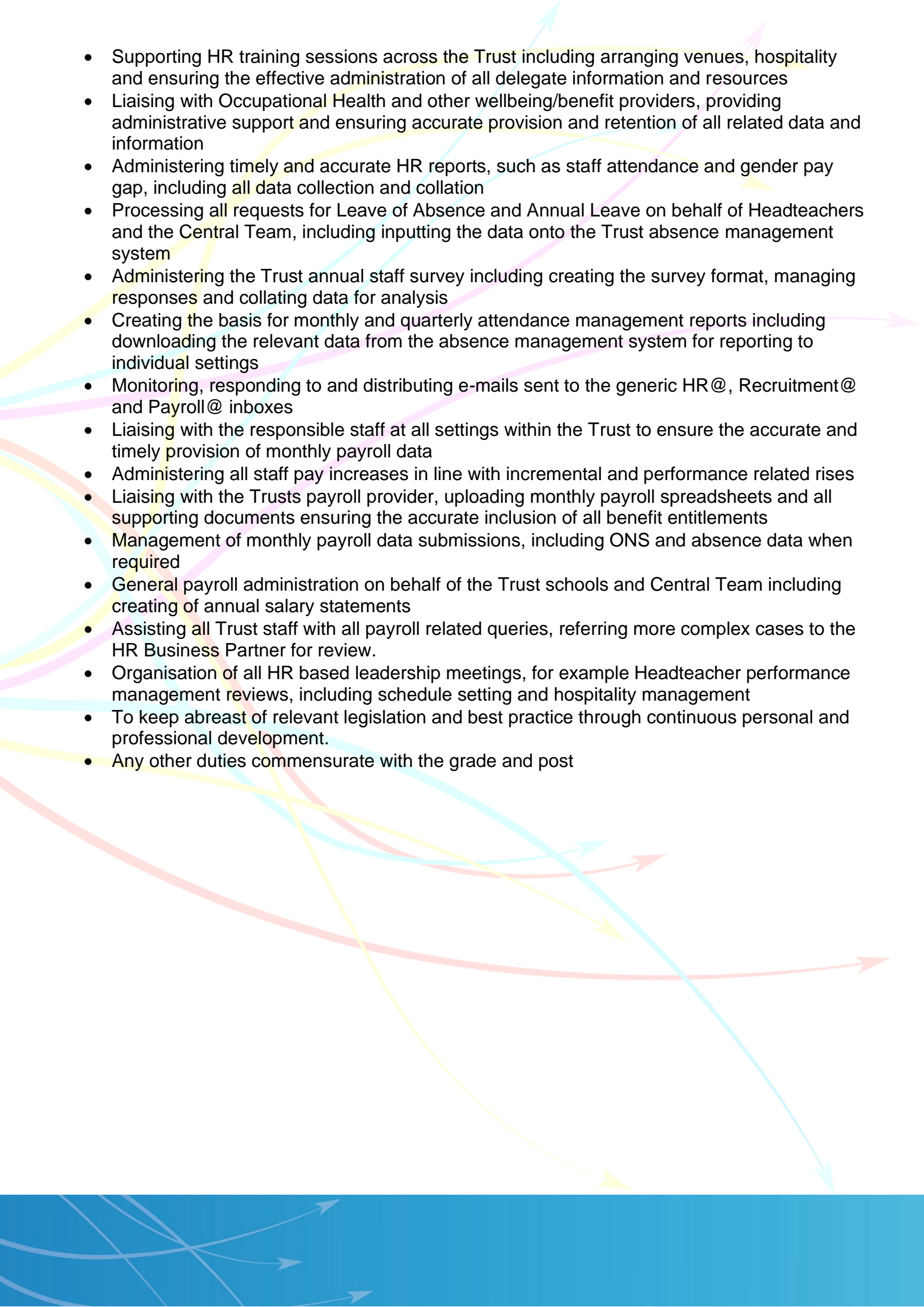
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**Purpose of the Role:** to work alongside the HR Team and under the direction of the HR Business Partner assisting in the provision of a high quality HR service to all schools within the Trust and the central team. To provide effective and comprehensive HR administration support, ensuring high levels of accuracy and compliance with all relevant staffing legislation.

## **Key responsibilities:**

- Providing day to day support and assistance to the Trust Central HR Team
- Creating high quality, clear and concise legally compliant HR documents including contracts of employment and all related contractual amendments.
- Producing all HR letters in line with the Trust branding guidelines and ensuring that all communication on behalf of the Trust and individual schools is consistent, accurate and professional
- Creating template HR letters for use in all settings across the Trust, ensuring that all communication is legislatively compliant as well as being in line with local and national guidance
- Ensuring all HR administration on behalf of the Trust is compliant with data protection legislation (GDPR)
- Assist with the production and amendment of HR policies and procedures on behalf of the Trust
- Organisation and effective administration of recruitment and selection processes on behalf of the Trust and all schools including drafting and placing job adverts, managing response, liaising with prospective candidates, arranging interviews and requesting references
- Administering all new starter information including the accurate retention of all statutory documents as well as ensuring the required safeguarding checks are in place.
- Processing all DBS requests on behalf of all settings
- Working with the HR Advisor to accurately maintain the single central record, as well as providing advice and guidance to schools regarding creating and maintaining their own records
- Collating bundles of documents for disciplinary hearings and other multi delegate meetings
- Minute taking at HR meetings and staff hearings as and when required, including creating and maintaining accurate records



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- Supporting HR training sessions across the Trust including arranging venues, hospitality and ensuring the effective administration of all delegate information and resources
  - Liaising with Occupational Health and other wellbeing/benefit providers, providing administrative support and ensuring accurate provision and retention of all related data and information
  - Administering timely and accurate HR reports, such as staff attendance and gender pay gap, including all data collection and collation
  - Processing all requests for Leave of Absence and Annual Leave on behalf of Headteachers and the Central Team, including inputting the data onto the Trust absence management system
  - Administering the Trust annual staff survey including creating the survey format, managing responses and collating data for analysis
  - Creating the basis for monthly and quarterly attendance management reports including downloading the relevant data from the absence management system for reporting to individual settings
  - Monitoring, responding to and distributing e-mails sent to the generic HR@, Recruitment@ and Payroll@ inboxes
  - Liaising with the responsible staff at all settings within the Trust to ensure the accurate and timely provision of monthly payroll data
  - Administering all staff pay increases in line with incremental and performance related rises
  - Liaising with the Trusts payroll provider, uploading monthly payroll spreadsheets and all supporting documents ensuring the accurate inclusion of all benefit entitlements
  - Management of monthly payroll data submissions, including ONS and absence data when required
  - General payroll administration on behalf of the Trust schools and Central Team including creating of annual salary statements
  - Assisting all Trust staff with all payroll related queries, referring more complex cases to the HR Business Partner for review.
  - Organisation of all HR based leadership meetings, for example Headteacher performance management reviews, including schedule setting and hospitality management
  - To keep abreast of relevant legislation and best practice through continuous personal and professional development.
  - Any other duties commensurate with the grade and post

# JOB DESCRIPTION


Area of specification	Essential/ Desirable	Method of Assessment
<b>QUALIFICATIONS</b> <ul style="list-style-type: none"> <li>GCSE Maths and English at grade A*-C (or equivalent) or Level 2 Literacy and Numeracy is essential</li> <li>Qualified to degree level (or equivalent) is desirable</li> <li>CIPD (or equivalent) HR qualification</li> </ul>	Essential  Desirable Desirable	Application form
<b>EXPERIENCE</b> <ul style="list-style-type: none"> <li>Significant experience of completing high level HR related administrative tasks within a corporate HR environment is essential</li> <li>Experience of handling competing demands and meeting targets</li> <li>Experience working in a HR role in a school or local authority</li> </ul>	Essential Essential Desirable	Application form and interview
<b>KNOWLEDGE/SKILLS/ABILITIES (Core competencies)</b> <ul style="list-style-type: none"> <li>HR &amp; Payroll systems knowledge</li> <li>Proficient in the use of Microsoft Office</li> <li>High standard of written and spoken English</li> <li>Strong administration and organisational skills</li> <li>Able to collate and present data effectively</li> <li>Outstanding interpersonal skills including listening and communication</li> <li>Excellent organisational skills and ability to manage conflicting deadlines</li> <li>Reliable and trustworthy, able to maintain strict confidentiality at all times</li> <li>Commitment to safeguarding and promoting the welfare of children</li> <li>Knowledge of national and local conditions of service as well as employment law and case law</li> </ul>	Desirable Essential Essential Essential Essential Essential  Essential  Essential  Essential Desirable	Application form and interview
<b>PERSONAL QUALITIES</b> <ul style="list-style-type: none"> <li>A committed, enthusiastic and flexible approach to working</li> <li>Passionate about continuous improvement and change</li> <li>Willingness to contribute new innovative ideas</li> <li>Proactive and approachable</li> </ul>	Essential Essential Essential Essential	Application form and interview



Together we **Exceed**

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[www.exceedacademiestrust.co.uk](http://www.exceedacademiestrust.co.uk) 

Exceed Academies Trust is a charitable company limited by guarantee and registered in England and Wales with company number 10050238. The registered office is as per the above address