

Human Resources Assistant Candidate Information Pack



Small enough to care, big enough to deliver a positive impact

Executive Headteacher's welcome

Thank you for your interest in this opportunity to join the Seaton Valley Federation in the brand new post of **HR Assistant** who will work across our two sites in Seaton Delaval and Seaton Sluice. This candidate information pack will tell you much more about our schools and the role.

Astley Community High School and Whytrig Middle School, which are co-located in Elsdon Avenue in Seaton Delaval, form the Seaton Valley Federation of Schools together with Seaton Sluice Middle School. The three schools share a single governing body.

I am immensely proud to be Executive Headteacher of all three schools. We strive for excellence in the education we provide for our students and are a focal point for the local community. All three schools are rated as 'Good' by Ofsted and Astley recently achieved first place in the 2015 Key Stage 4 national performance tables for similar schools in England. I strongly believe that the relatively small size of all three schools provides a great environment in which to know our young people well, so that we are able to understand and respond to each individual's needs and enable them to succeed. Our staff are very focused on ensuring students achieve their best without losing sight of those individual needs.

Our approach to collaboration across the Federation continues to develop and this post will join a small group of staff who deliver business support services to all three schools. This will give the successful candidate an opportunity to work in different environments – certainly no two days are the same! Previous experience of working in HR is more important to us than whether you have worked in education or a school before as we are looking for someone who can work independently and deal confidently with staff at all levels under the overall guidance of the Business Manager, who is herself an experienced and professionally qualified HR practitioner.

I hope that the information within this pack will encourage you to apply for this opportunity. If you would like an informal discussion about the post then please contact **Suzanne Hendey, Business Manager – Seaton Valley Federation** on **0191 2371505 x 205**.



John Barnes

Executive Headteacher – Seaton Valley Federation of Schools

Our ethos and values

We have three main themes to our ethos:

- 1. To be a school who knows each child really well both academically and pastorally as a complete young person.**
- 2. Everyone within the school is treated with respect and we expect that respect to be mutual.**
- 3. We expect and strive for everyone associated with the school to be as good as they possibly can in all areas of school life. We do not accept not trying and we are never ashamed of doing well and being proud of doing well.**

Our schools are small enough to care but big enough to deliver a positive impact.



All three schools in the Seaton Valley Federation share a set of core values. We expect that all members of our school community will:

- develop their self-knowledge, self-esteem and self-confidence
- respect the laws of England and will know right from wrong and ensure their actions reflect this
- accept responsibility for their behaviour
- show initiative and contribute in a positive way to the school community, the local community and society in general
- show respect for each other and all other people
- show tolerance and respect for different cultures and traditions and will never act in such a way that these cultures or traditions are abused or attacked
- show respect for the rule of democracy and respect for the democratic principles of England.

About our schools

School	Age range	Total number of pupils	Number in sixth form
Astley Community High School	13-18	554	159
Seaton Sluice Middle School	9-13	313	N/A
Whytrig Middle School	9-13	203	N/A

About our performance

School	Overall effectiveness	Last Ofsted inspection
Astley Community High School	Good	January 2016
Whytrig Middle School	Good	January 2015
Seaton Sluice Middle School	Good	February 2013

Latest Ofsted report for Astley Community High School

Leadership and management	Good
Outcomes for pupils	Good
Quality of teaching, learning and assessment	Good
Personal development, behaviour and welfare	Good
16-19 Study Programmes	Good

Latest Ofsted report for Whytrig Middle School

Achievement of pupils	Good
Quality of teaching	Good
Behaviour and safety	Good
Leadership and Management	Good

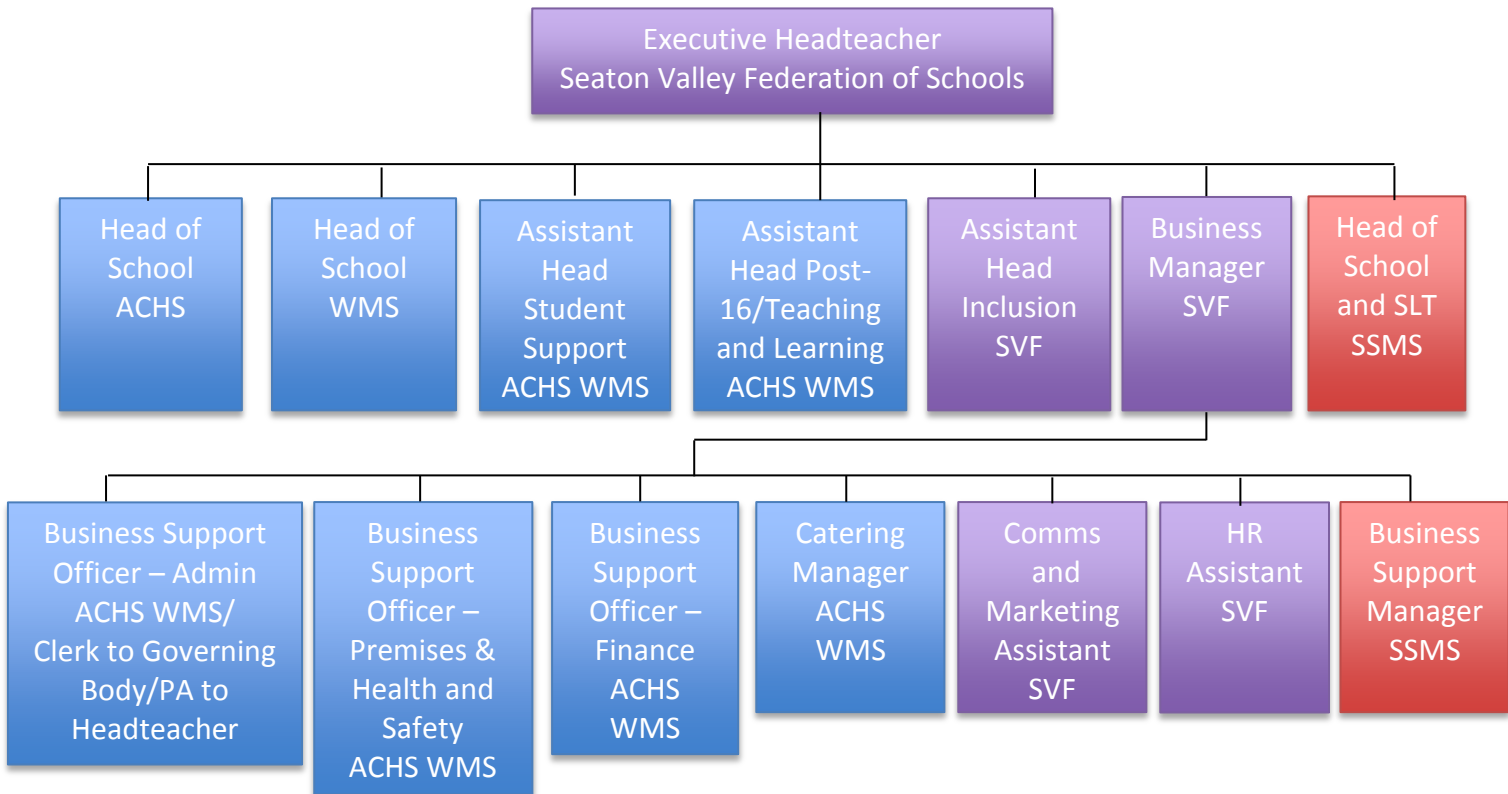
Latest Ofsted report for Seaton Sluice Middle School

Achievement of pupils	Good
Quality of teaching	Good
Behaviour and safety of pupils	Good
Leadership and management	Good

You can read the full Ofsted inspection reports for each school at:

<https://reports.ofsted.gov.uk/>

About our structure



The role of HR Assistant is new to our staffing structure and I am really looking forward to welcoming the successful candidate to our business support team.

We have over 200 teaching and support staff working in our three schools, which have only been brought under the single leadership of one Executive Headteacher in the last few years. The HR Assistant will have a key role in improving consistency in systems/processes and decision-making about HR issues across the Federation.

Although much of the work will require excellent administrative and organisational skills, you will have a great deal of contact with staff at all levels so being able to deal tactfully and calmly with a range of people and situations is equally important. This is a generalist role which will suit someone who is a self-starter and keen to apply their HR knowledge and skills in an operational role. Hopefully that's you!



Suzanne Hendey, Business Manager – Seaton Valley Federation of Schools



Seaton Valley Federation of Schools

Elsdon Avenue
Seaton Delaval
Tyne and Wear
NE25 0BP
0191 237 1505

HR Assistant

Permanent, 37 hours per week/Term-Time plus 10 days during school holidays
Band 4: £15,763-£17,567 per annum, pro-rata of £17,891-£19,939 per annum

Small enough to care, big enough to make a positive impact

This is an exciting opportunity to join our federation of three schools delivering education to 9-18 year olds throughout Seaton Valley in south-east Northumberland in a brand new role.

You will work closely with the Business Manager and Senior Leadership Team to ensure HR processes such as recruitment, appraisal and sickness absence are effective and consistent across the Federation as well as providing initial advice on more challenging issues such as disciplinary, grievance and restructuring. You will also update employee records and prepare paperwork for our payroll provider to strict deadlines and a high level of accuracy.

Ideally with a professional HR qualification equivalent to NVQ level 3, you will have previous experience of core HR administrative processes and excellent organisational skills. You will also have a track record of providing accurate and pragmatic advice to line managers about terms and conditions and key HR policies and procedures. Excellent literacy and numeracy skills and a meticulous attention to detail will be needed, however tact, diplomacy and tenacity to deal with situations which are sensitive or may result in conflict is equally important.

As this role will involving scheduling cover for absent teachers, the working pattern will involve an early start during term-time e.g. 7.45am-3.45pm. It is also essential that you are able to travel frequently between our two school sites located in Seaton Delaval and Seaton Sluice.

Our candidate information pack will tell you much more. Visits to the schools are also warmly welcomed and encouraged. Please contact Suzanne Hendey, Business Manager on 0191 2371505 x 205 or email reception@astleyhigh.org to make an appointment.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Interested in applying? A completed application form and criminal records declaration form must be submitted **by 9am on Wednesday 29 June 2016 by e-mail to svfjobs@svlp.org.uk**. It is expected that the assessment process for shortlisted candidates will take place on Tuesday 5 July 2016.

Further information about all of our current vacancies is available at:
<http://www.astleyhigh.org/aboutus/vacancies>

**NORTHUMBERLAND COUNTY COUNCIL
JOB DESCRIPTION**

Post Title: HR Assistant		Director/Service/Sector: Schools		Office Use	
Grade: Band 4		Workplace: Astley Community High School, Whytrig Middle School and Seaton Sluice Middle School			JE ref: S1131 HRMS ref:
Responsible to: Business Manager – Seaton Valley Federation		Date: September 2016		Manager Level:	
Job Purpose: Responsible for providing an effective HR administration service across the three schools in the Seaton Valley Federation and providing initial advice to senior leaders and governors on key HR processes.					
Staff	Deployment of Cover Supervisors. Responsible for school induction of all staff and agency workers.				
Finance	Raises orders and processes invoices for recruitment advertising, agency staff, training etc. Raises and processes payroll documentation to reflect staffing changes. Reconciles financial reports and assists with budget monitoring for staffing expenditure and indirect staff expenses for Astley Community High School, Whytrig Middle School and Seaton Sluice Middle School.				
Physical	ICT office equipment. Accuracy and security of HR information systems including confidential records.				
Clients	Internal: Headteacher, Governors, Teachers, Support Staff and Pupils External: Northumberland County Council, Supply Agencies, Visitors, Members of the Public				
Duties and key result areas for Astley Community High School, Whytrig Middle School and Seaton Sluice Middle School:					
HR advice and administration					
<ul style="list-style-type: none"> • Assist the Business Manager and senior leaders with drafting of job descriptions/person specifications and prepare paperwork for submission for job evaluation to the Federation’s HR provider. • Organise recruitment administration in accordance with the Federation’s Recruitment and Selection Code of Practice and safer recruitment guidance including drafting candidate information packs/job adverts, placing adverts in print and web media, arranging shortlisting/interviews and handling reference requests. • Personally undertake pre-appointment checks for staff and volunteers and co-ordinate the preparation of paperwork for Employee Services. • Ensure the effective administration of all employee records including maintaining an accurate and up-to-date single, central record of recruitment and vetting checks for each school. • Arrange an effective induction for all new staff and volunteers. • Ensure that supply staff, agency workers and student teachers have the necessary pre-appointment checks and an effective induction. • Support effective site security and e-safety procedures by liaising with the Business Support Officer – Premises, Health and Safety and Community Learning and Network Manager regarding issue/reclaim of ID cards, uniform, keys, school property and IT access for new starters/leavers. • Develop and maintain a Staff Handbook and Induction Pack appropriate for each school in conjunction with the Business Manager. • Develop and monitor systems and processes for managing sickness absence, annual leave, leave of absence requests and ensure they are effectively used by all staff and line managers. • Maintain accurate SIMS records for staff and produce the School Workforce Census data return for each school. • Monitor compliance with the Federation’s Managing Sickness Absence Policy and Procedure (e.g. conduct return to work interviews, monitor sickness 					

absence trigger points, make referrals to Occupational Health) and advise senior and middle leaders at formal sickness absence meetings including investigating cases that require formal action.

- Act as the first point of contact and confidential listening post for staff experiencing challenging or emotional situations, providing support and referring the employee to welfare services or external agencies as appropriate.
- Administer the implementation of the Seaton Valley Federation's Code of Conduct for Staff and Volunteers including the annual register of staff interests, applications for secondary employment etc.
- Advise senior and middle leaders on the implementation of the Federation's HR Policies and Procedures including Probationary Period, Leave of Absence, Flexible Working, Appraisal, Disciplinary, Capability and Grievance including investigating cases that require formal action and advising/taking notes at investigatory interviews and hearings up to written warning level.
- Support the Business Manager with the development and implementation of bespoke HR policies for the Seaton Valley Federation including the annual review of the Federation's Pay Policy, Appraisal Policy and Redundancy and Pay Protection Schemes and consultation with staff and trade union representatives.
- Support the Executive Headteacher with the collation of information relating to the annual appraisal and salary review process for teachers.
- Support the Executive Headteacher, Heads of School and Business Manager with the annual review of the schools' staffing structures and development of new proposals to ensure the best use of available resources, including where necessary advising on redundancy and contractual change processes and participating in the consultation process with staff and trade unions.
- Prepare relevant paperwork for Employee Services for contractual changes, leavers and verify payment/travel/subsistence claims before authorisation ensuring that Consistent Financial Reporting codes are correctly applied and the three schools' budgets accurately charged.
- Liaise with the Business Support Officer- Finance ACHS WMS and Business Support Manager - SSMS to ensure the financial implications of all staffing changes are accurately reflected in the budget.
- Reconcile monthly transaction reports for staffing expenditure and indirect staffing expenses to ensure a robust budget monitoring process, investigating and resolving anomalies and reporting on variances.
- Deal with the administration of CPD and training requests, raising purchase orders/processing invoices and booking travel/accommodation as required.
- Liaise with the federation's HR provider to ensure governors and the Senior Leadership Team are aware of changes to pay, terms and conditions and HR policies/procedures.
- Provide briefing and training sessions for managers and governors on HR issues to enable the development of effective people management skills.
- Support the Executive Headteacher and the Business Manager to review HR issues by collating and analysing information in liaison with staff and other managers and making recommendations for improvements.

Cover Co-ordination

- On behalf of the Business Manager and in liaison with the Heads of School co-ordinate cover arrangements for planned and unplanned absence across ACHS, WMS and SSMS.
- Deal with sickness calls and arrange cover for teaching staff for all required lessons.
- Manage this data in SIMS, ensuring all lesson and duties are covered, and publish cover lists as necessary.
- Deploy internal Cover Supervisors to ensure effective use of existing resources.
- Contact external supply agencies to arrange additional cover if needed ensuring effective spend of the allocated budget in consultation with the Business Manager and Head of School.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties

and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	Able to travel between the school sites within the Seaton Valley Federation. Required to use own transport to attend meetings locally and regionally.
Working patterns:	Office hours, typically 7.45am-3.45pm during term-time to respond to cover needs and 8.30-4.30pm during school holidays. Also the need to also work 'out-of hours' very occasionally during evenings to liaise with staff who work unsocial hours when necessary.
Working conditions:	Normally indoors.

PERSON SPECIFICATION

POST: HR Assistant	Director/Service/Sector: Seaton Valley Federation	Ref: S1131
Essential	Desirable	Assess By
Qualifications and Knowledge		
<p>Educated to NVQ Level 3 or equivalent in a business related discipline with HR content Understanding of the effective use of ICT systems and business processes Awareness of the statutory and procedural requirements of employment law including contracts of employment, sickness absence, disciplinary, redundancy, contractual change etc Understanding of the role of HR in enabling school improvement priorities to be met.</p>	<p>CIPD Level 3 Foundation Certificate in HR Practice (or equivalent). Training in safer recruitment in schools context. Thorough knowledge of the terms and conditions of teaching and support staff within the context of maintained schools including the School Teachers' Pay and Conditions Document, Burgundy Book and Local Government Services Green Book.</p>	<p>A, C, I, R</p>
Experience		
<p>Experience of undertaking key HR administrative processes such as recruitment, pay and sickness absence. Experience of drafting adverts, job descriptions/person specifications and correspondence. Successful track record of advising staff and managers about terms and conditions, implementation of HR policies, appraisal etc. Experience of successfully developing administrative systems and processes. Experience of dealing with a range of stakeholders to achieve desired outcomes and impact.</p>	<p>Previous experience of developing and delivering an effective HR administration service Previous experience of working in a school setting Previous experience of scheduling and deploying staff Previous experience of note-taking and advising at investigatory interviews and hearings. Evidence of service improvement to achieve efficiency savings and customer-focused improvement</p>	<p>A, I, R</p>
Skills and competencies		
<p>Tact, diplomacy and tenacity to deal with situations which are sensitive or may result in conflict Ability to cope with the emotional demands of staff who are experiencing challenging situations or personal circumstances Meticulous attention to detail and able to maintain a high standard of accuracy with numerous interruptions Ability to take accurate notes Well-developed advisory and influencing skills Ability to manage a number of conflicting operational priorities Effective verbal and written communication skills Ability to design and deliver training to individuals and groups of managers/governors Developed ICT and keyboard skills in using management information</p>		<p>A, I, G, P, R</p>

<p>systems and Microsoft Office applications to improve efficiency and effectiveness</p> <p>Ability to work on own initiative</p> <p>Ability to plan operations over the school year.</p> <p>Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline</p>		
Physical, mental and emotional demands		
<p>Concentrated mental attention is required for lengthy periods when taking notes. Work-related pressures arise from conflicting priorities, interruptions and deadlines outside of the postholder's control.</p>		
Other		
<p>Able to meet the working hours required by the post.</p> <p>No disclosure about criminal convictions or a safeguarding concern that makes applicant unsuitable for this post</p>		I

Key to assessment methods; (a) application form, (c) certificates, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

Working in the Seaton Valley Federation of Schools

We always look to strengthen our highly dedicated team of staff with people who have high expectations of students and themselves, can work cooperatively and make a positive contribution to the life of the school. In return we can offer:

- opportunities for continuing professional development
- membership of the Teachers' Pension Scheme (for teachers and tutors) or the Local Government Pension Scheme (for support staff), which the school also contributes to on your behalf
- between 25 and 30 days' annual leave for support staff who work full year
- good transport connections from the A1 and A19 for easy access to Seaton Delaval and Seaton Sluice
- ample staff car parking
- shared premises with Northumberland County Council's Seaton Valley Library

Living and working in Northumberland

If you are new to the area, we can assure you that south east Northumberland is a great place to live and work. Seaton Delaval has its own National Trust property, Seaton Delaval Hall, and Seaton Sluice overlooks the coast with its beautiful sandy beaches. It is only a short drive from the Seaton Valley area to enjoy the spectacular scenery of the Cheviot and Simonside Hills and the Northumberland National Park beyond. We are also conveniently located within ten miles of both Newcastle City Centre and Newcastle Airport.



Take a look at www.visitnorthumberland.com for more information.

Our commitment to professional development

We are committed to the continuing professional development of all of our staff.

- There is a weekly session for teachers to undertake Continuing Professional Development focused on teaching and learning. These sessions are led by internal and external providers and we expect all teachers to contribute to these sessions so that we can share and build upon good practice and innovative ideas.
- We hold joint training days for the three schools in the Seaton Valley Federation to facilitate an integrated approach across all phases and stages.
- Staff are given the opportunity to work in other schools at specific times of the school year to develop their skills and knowledge of other key stages.
- We provide opportunities for teaching staff to observe at least one other colleague of their choosing during the school year to support staff to reflect on their own practice.
- North-east teaching schools and Durham County Council provide a range of CPD opportunities so that we can learn from, and develop our professional practice with, other professionals.
- Each member of staff has a CPD plan to address areas for development identified through the annual appraisal process and we support staff to develop their skills and knowledge.
- There are many examples of how we have enabled teaching and support staff to undertake courses of further study either through financial assistance or time off.

Our commitment to equal opportunities

We seek to employ a workforce which reflects the diversity of the communities we serve. We understand and value the added contribution that individuals can make when we recognise and embrace individual differences in age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Our recruitment and selection process is designed to be fair and avoid discrimination. Our Equality and Diversity in Employment Policy is available from:

<http://www.astleyhigh.org/aboutus/policies-and-rules>

Our commitment to safeguarding children and young people

Keeping our children and young people safe and secure is crucially important. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

It is important during the recruitment process that we ensure candidates support this commitment. We will ask all applicants to tell us in confidence about any criminal convictions they have and the successful candidate will also need to obtain an enhanced certificate from the Disclosure and Barring Service (DBS). This does not mean that you cannot work here if you have a criminal conviction as we will take into account factors such as the age of the conviction, its relevance to the job and any mitigating factors before making a decision.

However we are aware that not everyone who is a risk to children will have a criminal conviction and therefore you should expect at interview that we will explore any gaps in your employment record, your motivations for working with children and young people and your ability to keep them safe from harm. We will also check this information in any references we receive, one of which must be from your current or last employer.

How to apply

Please read the job description/person specification for the post and the guidance notes carefully before completing an application form.

Your completed application form including the names and contact details of two referees and your criminal record declaration form must be **e-mailed** by **9am** on **Wednesday 29 June 2016** to: svfjobs@svlp.org.uk. **Please ensure the subject/title of your e-mail is HR Assistant.** In exceptional cases we will accept applications by post however please contact us to discuss this in advance. Please note that we do not accept CVs.

Contact us

Address: Seaton Valley Federation of Schools, c/o Elsdon Avenue, Seaton Delaval
NE25 0BP Telephone: 0191 2371505

Websites: www.astleyhigh.org

<http://www.whytrig.northumberland.sch.uk/>

<http://www.seatonsluice.northumberland.sch.uk/>