



HR Administrator
Stoke Damerel Community College / Scott
Medical & Healthcare College

Contents

- **Candidate Letter**
- **Introduction - Greenshaw Learning Trust (GLT)**
- **GLT Mission Statement**
- **GLT Employee Benefits**
- **Terms and Conditions**
- **Main Responsibilities and Duties**
- **Job Description**
- **Person Specification**
- **The Recruitment Process**

Introduction

Thank you for your interest in the post of HR Administrator at Stoke Damerel Community College and Scott College Campus.

This is a unique and exciting opportunity to join the campus and further contribute to the life chances of young people in the school and across the Trust.

Stoke Damerel Community College and Scott Medical & Healthcare College are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

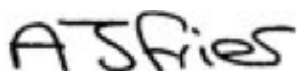
As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty schools: seven in South London, five in Berkshire, one in Surrey, fourteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Stoke Damerel Community College and Scott Medical and Healthcare College are committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The college websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information – Email info@sdcc.net or telephone 01752 556065. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely



Anita Frier
Headteacher
Stoke Damerel Community College and Scott Medical and Healthcare College

Greenshaw Learning Trust – ‘Always Learning’

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3,000 people and educates nearly 19,000 students. Further information about our schools can be found [here](#).

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Childcare Voucher scheme
- Car benefit scheme
- My Health discounts

Terms and Conditions

Line Managed by:	HR Manager
Line Management:	N/A
Contract:	Permanent
Salary:	<p>Salary calculated in line with NJC Grade C pay scale, points 5 – 7</p> <p>£23,500 – £24,293 fte, per annum</p> <p>Actual salary: £20,760 - £21,460 per annum <i>(Starting point and salary will be determined on appointment, subject to experience)</i></p>
Hours of Work:	37 hours per week x 40 weeks per year
Place of Work:	The successful candidate will be based at Stoke Damerel Community College and Scott Medical and Healthcare College. No additional travel is required as the sites are next door to each other.
Medical Examination:	The appointment is subject to a satisfactory medical report.
Superannuation:	Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: https://www.lgpsmember.org
Holiday Entitlement:	The annual holiday entitlement is 23 days plus 2 extra-statutory days. As this is a term time role the postholder will be paid an enhancement for holiday pay.
Probation Period:	New employees are required to complete a six-month probationary period
Disclosure & Barring Service Check:	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check
Right to Work Check:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance

Job Description – HR Administrator

Main purpose of the role:

To work as part of the Campus HR team, supporting the HR Manager and HR & Payroll Officer to provide a high quality and efficient HR service that contributes towards effective learning across the Colleges.

Main duties and responsibilities

- To provide administration support for all HR matters to a high-quality standard and within agreed timescales (including, but not limited to; processing paperwork, filing, dealing with mail, creating reports, gathering information and arranging meetings etc for all elements of HR processes)
- Administration and inputting of staff absence information, escalating absence concerns to the HR Manager and collating reports.
- To be the first line response to phone queries, escalating other queries where necessary.
- Processing letters, forms and reports in a timely manner.
- To support line managers with basic queries.
- To support the HR Team with the whole employee life cycle.
- To monitor the HR mailbox ensuring that emails are responded to in a timely manner or that the email is escalated to the appropriate team member.
- Input and maintenance of data onto relevant HR Systems ensuring that all employee records are accurate and updated.
- To attend meetings as note taker and to type up any meeting notes as required.
- Maintain confidentiality at all times
- To provide administrative support for the recruitment, selection and induction processes
- Undertake other duties as directed and commensurate with the grading of the role.

Standards

- Work within the requirements of the Trust's Health and Safety Policy, Keeping Children Safe in Education, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the Trust's Equalities policy and relevant legislation

Personal Development

- Participate in a programme of CPD

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following:		
	<ul style="list-style-type: none"> Strong academic record, including English and Maths GCSE at Grade 4 or above (previously grade C or above) Experience of working in an office environment providing administrative support Experience user of Office Suite applications i.e. Excel Word and Google Docs. 	<ul style="list-style-type: none"> Experience of working in a HR environment. Understanding of school roles and responsibilities
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> Ability to maintain confidentiality at all times Ability to be flexible and supportive to colleagues Enthusiastic and willing to learn new skills Ability to work within College policies and procedures with an awareness of equal opportunities Ability to work effectively in a team and as an individual Good verbal and written communication skills Ability to organise work, prioritise tasks and manage time effectively Good level of computer literacy with the ability/potential to analyse and use data Ability to deliver a customer focused service with a positive and supportive approach Resilience, tact and diplomacy, even when under pressure Be personable and set a good example to colleagues and students. 	

The Recruitment Process

1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website www.greenshawlearningtrust.co.uk/join-us/staff-vacancies. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than 9am on Monday 5th February 2024. Applications received after this date and time will not be considered.

2. Shortlisting

Shortlisting will be finalised as soon as possible. Shortlisted applicants will be invited by telephone to attend an interview. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

3. Interview Process

Interview date is to be confirmed. Applicants will also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

5. Taking up post

The successful applicant will take up the post as soon as possible.

6. Additional information

For further information, please contact the Plymouth HR team via email: hr@sdcc-smhc.net

7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expect staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.