



HR Administrative Assistant

# Recruitment Pack



Nurturing inclusive learning communities

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## CEO WELCOME

Dear Applicant,

Thank you for your interest in this vital post of HR (Human Resources) Administrative Assistant at Ethos Academy Trust. We hope that the information contained within this pack provides sufficient information and helps you to decide if you have the right qualities, skills and experience to apply for this position.

The overarching aim of Ethos Academy Trust is to create academies that provide environments that are welcoming, caring, calm, safe and purposeful and that, within a nurturing ethos, stretch our learners academically, support them pastorally and develop them socially and emotionally.

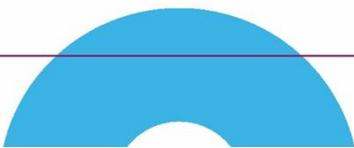
We seek to explore and celebrate the qualities that make our pupils unique. We believe passionately that education, at every stage of the pupil journey, is about the development and nurture of the whole child. We aspire for all our pupils to become confident, happy and caring individuals who achieve personal success and develop a love of learning and of life.

We currently have five academies (Ethos College, Reach Academy, Evolve Academy, Engage Academy and Elements Academy) and we have high aspirations for future growth. In addition to the academies, the Trust provides wide ranging early intervention outreach support and training to mainstream schools, alongside managing the statutory exclusions process on behalf of Kirklees Local Authority.

Thank you for your interest in Ethos Academy Trust.

*Jayne Foster*

Jayne Foster  
CEO, Ethos Academy Trust



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## PEOPLE AND CULTURE LEAD WELCOME

Dear Applicant

Thank you for your interest in this brand new, exciting role, working with our Central HR Team at our growing and expanding Multi Academy Trust. We currently have 5 Academies in the Trust, based in Wakefield, Kirklees, and Rotherham catering for a range of Social, Emotional and Mental Health (SEMH) needs. This role is flexible in where it is based and there is opportunity for some hybrid working. There is opportunity with this role for the successful candidate to be exposed to a wide and interesting range of work supporting the HR team and the schools across different Local Authorities.

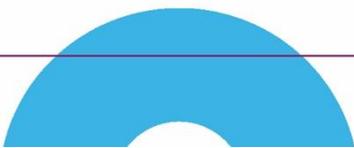
We have 1 role available (part time, 0.8FTE), based at our Reach Academy site in Kirklees. The role will suit an experienced administrator looking to further enhance their skills and experience in a unique Trust. This will be a busy role and no two days will be the same. The HR Team is expanding in line with our growth and this role will be a chance to be part of shaping our ambition for the future.

At Ethos, we are committed to ensuring that our Central staff are fully equipped and well trained to deliver an exceptional service to the Trust and our individual academies. The Trust prides itself on living up to our core values and providing a people culture that makes us an employer of choice within the sector. We operate a flexible approach to our work and have a comprehensive staff training programme.

I would like to thank you for your interest in Ethos Academy Trust and I look forward to receiving your application.



Lesley Conway  
People and Culture Lead, Ethos Academy Trust



# TRUST MISSION

Our vision at Ethos Academy Trust is to create **nurturing inclusive learning communities**.

To enable us to achieve this, our mission is that Ethos Academy Trust will draw upon the expertise of our specialist staff and wider partners to provide timely, personalised support, intervention and provision in order to maximise the life chances of all children and young people, informed by a thorough understanding of their strengths and needs.



## Leading

**with integrity**

- Championing honesty and transparency
- Building trusting relationships



## Encouraging

**freedom and responsibility**

- Working collaboratively
- Investing in effective partnerships



## Thinking

**innovatively**

- Finding creative solutions
- Meeting individual needs



## Improving

**continuously**

- Raising standards
- Developing strong and effective leaders



## Celebrating

**achievement**

- Improving academic progress
- Enriching personal development

**ETHOS**  
ACADEMY TRUST

Nurturing inclusive learning communities



Nurturing inclusive learning communities

**Ethos College** provides long term full time education places for Key Stage 4 pupils (ages 14 to 16) with wide ranging Social, Emotional Mental Health (SEMH) needs. Additional 1:1 teaching is also available for a small number of pupils across Key Stages 1 to 4 who are referred with medical needs or for those whose needs are more complex.

Our mission at Ethos College is to create a secure and stimulating learning environment in which all students are valued and respected, their learning is promoted and their strengths are nurtured. Our focus is to prepare young people for transition to post-16 education, employment or training.



Nurturing inclusive learning communities

**Evolve Academy** is a KS2 and KS3 school that supports students with wide-ranging Social, Emotional and Mental Health (SEMH) needs. We currently have two school bases: one in Wakefield and the other in Castleford. Some of our students have been permanently excluded from Wakefield primary or secondary schools. We also work in partnership with Wakefield mainstream schools to offer a 12-week placement for students who may require short-term step-out provision before returning to their mainstream school.

Our aim is to provide a supportive and nurturing environment that will enthuse and engage students in education. We strive to ensure that our students have clear pathways to their next educational setting, supporting schools to ensure that their varying long-term needs can be effectively met, whether this is in a mainstream or more specialised school environment. Our long-term aim is for students to be empowered to develop into responsible citizens beyond their school years.



Nurturing inclusive learning communities

**Elements Academy** opened in September 2022, and is a special school based in Rotherham for students in KS2 to KS4 who have social, emotional and mental (SEMH) needs. All pupils attending the academy have an Educational Health and Care Plan (EHCP) in place.

We provide a community that is safe, respectful and aspirational and the nurture principle is at the heart of everything that we do. We are able to offer a curriculum that empowers students to gain the skills, knowledge and resilience they need to be happy and successful individuals. At Elements Academy, we place equal value upon academic and personal development and, whilst we know our students have barriers to overcome, we are committed to giving them the skills to overcome them.



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**Reach Academy** is a well-established school for children in Key Stage 3 (ages 11 to 14) with Social, Emotional Mental Health (SEMH) needs. Some have been permanently excluded from Kirklees secondary schools. A high proportion of children make a successful return to their local or another mainstream school following their time at Reach Academy, while some progress to special school provision in order that their long term needs can be met.

We are committed to improving the life chances of pupils by removing barriers to engagement and achievement. Our aim is to create a secure and inspiring environment where every child is empowered to take ownership of their learning and their futures.



Nurturing inclusive learning communities

**Engage Academy** is a school for primary aged children in EYFS 2 and Key Stages 1 and 2 (ages 4-11) who are at risk of permanent exclusion and / or are permanently excluded from a mainstream school. A high percentage of our children have Social, Emotional Mental Health (SEMH) needs along with undiagnosed complex needs. All pupils are assessed whilst with us and the majority receive an Educational Health and Care Plan (EHCP) prior to going to their next school ensuring their needs are met in the future.

We offer a nurturing, safe, inclusive and friendly environment where the building of trusting relationships is paramount. We have a broad, creative curriculum that enables all pupils, regardless of need, to achieve their potential and thrive in their new schools.



**Outreach** Teaching and support staff within Ethos Academy Trust provide Outreach Services in Kirklees, supporting and working in partnership with mainstream primary and secondary schools. Our team members also work effectively with wider partners, including health & social care, to ensure early identification and ongoing assessment and timely support for children and young people with wide-ranging social, emotional and mental health needs. Experienced teachers offer advice to schools through our Outreach Advice portal and through Single Point Referral.

The Outreach Team also provides transition support through experienced Inclusion Workers for children who have been permanently excluded from school and children with Education, Health and Care Plans who require a bespoke transition into a new setting. The support for our children, young people and families is part of Ethos Academy Trust's continuum of SEMH provision.

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## WHY WORK FOR THE TRUST?

Ethos Academy Trust is based in West Yorkshire and South Yorkshire, with all of our Academies in close proximity to one another and in easy reach of main motorways and the cities and towns of Leeds, Wakefield, Huddersfield, Bradford and Rotherham. The proximity of our Academies is such that it lends itself to close and collaborative working.

At Ethos Academy Trust, we are committed to providing a top-class education and we put the needs of all of the young people within our community at the heart of what we do. Our staff are pivotal in this and also in recognising, achieving and bringing to life our vision and values.

As such, we are committed to providing our staff with high quality professional development which can be evidenced through a variety of channels. We have numerous examples of staff who have developed and progressed their careers with the Trust. We fully embrace the fact that if we invest in our staff and their futures, we will create an environment where staff are happy, inspired and ambitious, which in turn means that they are able to create positive, engaging and life changing learning experiences for young people.

Ethos Academy Trust is fully committed to supporting and enhancing the wellbeing and mental health of all stakeholders. Across the Trust there are regular opportunities for staff to come together outside of their normal working day in a social or other activity capacity.

As an employer, we are able to provide the following benefits to all members of staff:

- The Trust maintains nationally agreed terms and conditions in relation to pay and conditions for teaching and support staff, and continues to subscribe to local holiday patterns and allowances within the local authority of each academy.
- All employees have the opportunity to access a pension scheme.
- All employees have access to Healthline which includes 24/7 Employee Assistance Programme and services such as physio and counselling for employees and their dependants
- An opportunity to collaborate with colleagues across academies and within the central Trust teams, with other academies and Multi Academy Trusts on a local or regional basis.
- Structured and informal opportunities to develop skills and opportunity to progress, share best practice (locally and nationally).
- Access to employee salary sacrifice schemes such as Cyclescheme, Techscheme and discounted gift cards.



I started working for Ethos College around eight years ago, as a grade 7 Inclusion Worker. It was an immensely enjoyable and rewarding position. I loved the fact that I could support the social and emotional development of young people and have the ability to make a huge impact on their lives. I was inspired by our talented team and decided to combine my passion for science and education to train to become a qualified teacher. Ethos College supported me all the way and when a position became available, I applied and was so proud to take up the post of science teacher. Since then I have not looked back!! I am now working in a leadership position, helping to develop our offer to young people educated around the local authority. Working at Ethos College and being a part of the transformation of the lives of our young people is an absolute privilege.

**EMMA GANNON, TEACHER**





I was inspired to pursue a career with children who have SEMH needs through my experience of teaching music as an unqualified Teacher. I joined the Trust eleven years ago as an Inclusion Worker and was subsequently promoted to Senior Inclusion Worker, before being supported to secure a teaching qualification and, most recently, training to become a SENDCo. I am currently the Deputy SENDCo for Reach Academy. The Trust and management team within Reach Academy not only supported my ambition to become a fully qualified Teacher, they continue to offer opportunities for my ongoing personal and professional development.

**SARAH SIMMONDS, DEPUTY SENDCO - REACH ACADEMY**



During my 6 years of employment within Ethos Academy Trust, I have been supported to access a number of professional development opportunities. I gained my PGCE over a 2-year period and, after securing a teaching role two years ago, I am now a middle leader within Ethos College and currently undertaking the NPQSL, in order to further enhance my leadership skills, understanding and practice

The Trust is committed to providing relevant and meaningful professional development opportunities to support the career progression of the staff team. I have always felt highly valued and supported by the Trust in everything that I do. It is an absolute privilege to work for a Trust that is so invested in supporting its staff to be the best that they can be and help to transform the lives of so many young people.

**JACK GHEE, TEACHER - ETHOS COLLEGE**



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## ADVERT FOR HR ADMINISTRATIVE ASSISTANT (Central Team)

**Job Title:** HR Administrative Assistant

**Grade:** 5

**Hours:** 0.8 WTE- 30 hours (working days and times are negotiable). Term time only.

**Contract type:** Permanent

**Closing date:** Tuesday 1 November 2022 at 12pm

**Salary:** £19,650 (Full time) - £13,481 (actual)

### About Ethos Academy Trust

Ethos Academy Trust is located within Kirklees and Wakefield, West Yorkshire and Rotherham, South Yorkshire. The overarching aim of the Trust is to create academies that provide environments that are welcoming, caring, calm, safe and purposeful and that, within a nurturing ethos, stretch our learners academically, support them pastorally and develop them socially and emotionally.

We seek to explore and celebrate the qualities that make our pupils unique. We believe passionately that education, at every stage of the pupil journey, is about the development and nurture of the whole child. We aspire for all our pupils to become confident, happy and caring individuals who achieve personal success and develop a love of learning and of life.

In addition to our five academies (Ethos College, Reach Academy, Engage Academy, Evolve Academy and Elements Academy), the Trust provides wide ranging early intervention outreach support and training to mainstream schools, alongside managing the statutory exclusions process on behalf of Kirklees and Wakefield Local Authorities.

### Applicants

This is an exciting opportunity to join Ethos Academy Trust, where we aim to deliver the very best educational experiences for pupils from across the primary and secondary age range. Our academies are welcoming, calm and purposeful and, within a nurturing ethos, our learners are stretched academically, supported pastorally and developed socially and emotionally.

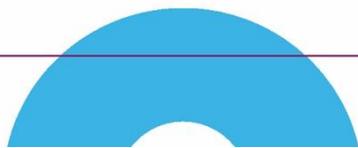
We are looking to appoint a HR Administrative Assistant to join our passionate and hardworking team at Evolve Academy.

If you are looking for a new and rewarding challenge in education, you are committed and passionate then we look forward to hearing from you.

Closing date: Tuesday 1 November 2022 at 12pm

Interview date: W/C 7 November 2022

If you require further information, please contact Lesley Conway – [lconway@eat.uk.com](mailto:lconway@eat.uk.com)



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## HR ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

<b>Job title</b>	HR Administrative Assistant
<b>Location</b>	Reach Academy, West Yorkshire (a base in South Yorkshire is negotiable). Includes hybrid working
<b>Hours</b>	Part time – 30 hours per week. Term time only
<b>Reports to</b>	HR Operations Manager
<b>Staff responsible for</b>	None
<b>Closing Date</b>	Tuesday 1 November 2022 at 12pm
<b>Salary/Grade</b>	Grade 5 - £19,650 (full time) - £13, 481 (actual salary)
<b>Job Purpose</b>	<p>To assist the HR team in providing efficient and effective HR administration across the Trust, maintaining confidentiality and achieving excellent standards of service delivery in all aspects of the role.</p> <p>To provide a professional and high-quality service to key stakeholders, job applicants and colleagues throughout Ethos Academy Trust.</p>

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## KEY OBJECTIVES AND ACCOUNTABILITIES

### Main Duties

#### HR Administration

- Providing HR administration in the maintenance and updating of documents e.g., recruitment packs, policies, forms etc.
- Preparation of KPI and HR related data for the HR Team, Executive Team, and Board of Trustees.
- Operating and maintaining the 'Every' HR system including maintaining accurate personnel and training files for the Trust central team and setting up task and training reminds via the 'Every' HR system.
- Assisting the HR Team with preparation for Single Central Register and recruitment audits including organisation of all associated documentation.
- Uploading HR policies onto the 'Every' HR system and sharing documents with relevant parties.
- Attending HR related meetings, producing accurate minutes.
- Providing secretarial support with typing of notes and letters in relation to HR matters.
- Organising, attending and minute taking at the Trust's termly Employee Liaison Groups with Trade Union colleagues.
- Ad-hoc development work as required by the HR Team.

#### Recruitment

- Assisting with the management of the Trust's recruitment and staff portals.
- Management of the advertisements of vacancies across the Trust.
- Assisting and co-ordinating ad-hoc recruitment relating to centrally based roles and apprenticeship positions across the Trust.
- Management of the Recruitment and HR mailbox.
- Ensuring compliance and adherence to safer recruitment practices and policies for the onboarding of new employees and Trustees, including planning Trustee induction and training.
- Assisting with administration relating to the recruitment process.
- Preparing offer letters, contracts, and contract variation letters as required.
- Assisting with the QA of Academy recruitment and associated documentation.

#### Payroll

- Assist the HR Team, working in conjunction with the external payroll team to ensure HR changes are appropriately implemented within payroll deadlines, including starter/leaver forms and contract variations.

#### General

- Keep an up-to-date professional development and knowledge to ensure the latest law, guidance and practice is implemented for current policy and practice.
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- Undertake any other duties as directed including working at different locations to provide business continuity and to enable the HR team to fulfil Trust needs.
- Other duties and responsibilities of an equivalent nature are undertaken, as may be determined by the post holder's supervisor from time to time, in consultation with the post holder.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Attend meetings with the Trust at its academies and external events as required.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.
- Work effectively and professionally with all stakeholders, promoting the Trust positively at all times.
- Recognise own strengths and areas of expertise and use these to advise and support colleagues.
- Maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- All employees are required to uphold the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs (Prevent).
- Work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- Understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Lead immediately.

## PERSON SPECIFICATION

	Key Criteria	Essential (E) / Desirable (D)
<b>Knowledge, Education and Training</b>	GCSEs or equivalent in English and Maths A*-C (Grade 9-4)	E
	CIPD Level 3 Foundation Certificate in People Practice or equivalent	D
<b>Relevant Experience</b>	Experience of providing effective administrative support in previous office-based establishments	E
	Experience of working in Human Resources	D
	Experience of working in a school or other educational establishment	D
	Ability to work within relevant policies, legislation, and codes of practice	E

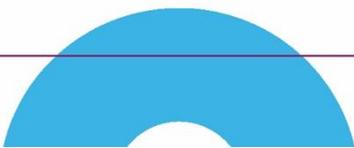


<b>Aptitudes, skills and competencies</b>	Excellent interpersonal, communication, and written skills with an ability to work effectively and with people at all levels	E
	Computer literate with a working knowledge of MS Word and Excel	E
	Ability to prepare clear and concise reports	E
	Accuracy and attention to detail	E
	Ability to organise other workload and the ability to work to deadlines	E
	Commitment to ongoing personal and professional development	E
	Demonstrates enthusiasm for, and commitment to the role showing reliability, integrity and passion	E
	A solution-based and collaborative approach to problem-solving	E
<b>Any additional factors</b>	Understanding of best practice regarding safeguarding, child protection, safer recruitment and safeguarding policies and procedures	E
	Full driving licence with business insurance	D
	Willingness and ability to travel within the Trust in a cost and time effective manner	D
	Act as a role model and represent the Trust professionally both internally and externally	E
	Willingness to work outside of normal Trust hours on occasion	D
	Willingness to undertake an enhanced Disclosure and Barring Service Check, pre-employment and annually. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process	E

### Safeguarding statement

Ethos Academy Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check (including Children's Barred List) and past employment references.

Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.



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## Equality and Diversity statement

Ethos Academy Trust treats all applicants for employment in the same way regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

## Disability statement

Ethos Academy Trust is committed to promoting equality of opportunity for people with disabilities. We continue to review our processes and procedures to ensure individuals with disabilities receive full and fair consideration for all types of vacancies at the recruitment stage and during their employment.

Individuals who apply to the Trust for employment will receive fair treatment and be considered solely on their ability to do the job. Where required reasonable adjustments will be applied. During employment the Trust, wherever possible, will retain the services of an employee who is or has become disabled.

## GDPR

A copy of our Privacy Notice is available via our website.

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



Nurturing inclusive learning communities

