

HR Support Administrator



Actual Salary Range: N5 £25,423 to £27,135 pa
(Term time only + 5 training + 10 on call days)

Permanent, 37 hours per week

CANDIDATE
INFORMATION PACK



ACHIEVEMENT, STUDENTS & LEADERS MATTER

Tel: 0191 214 2201

www.northernleaderstrust.org

Registered Office Address: Kenton School, Drayton Road, Newcastle Upon Tyne, NE3 3RU



INTRODUCTION

From the Principal

Dear Applicant

At Kenton we are passionate about providing the very best education possible for young people in our city, our region and nationally and our strong and committed team share our vision of ensuring all our students not only reach their potential but that they are confident, happy and resilient students who treat each other with compassion and respect.

We are seeking a HR Support Administrator to join our busy team. The role is an exciting and diverse one dealing with a wide range of HR queries and supporting recruitment in the school.

We are looking for candidates with excellent communication skills, both written and oral, strong organisational skills with the ability to prioritise a diverse workload to meet deadlines, exceptional administrative skills including the ability to type and input data with both speed and accuracy, and most importantly, an interest in working in an environment where children are at the heart of everything we do. Previous experience working with in a school setting would be a benefit but is not essential.

If you have the skills, commitment and enthusiasm to succeed in this role, we want to hear from you. In return we can offer you,

- Pension Scheme
- Cycle to work scheme
- Free on-site parking
- Access to a range of health and wellbeing benefits
- Free gym access at Kenton School

We look forward to receiving your application.

Yours sincerely

Julie Roberts
Principal

HR Support Administrator

Job Description

Pay Scale: N5
Responsible to:
Operations Manager



Job Purpose

To provide an efficient HR Support service to the school

Main Responsibilities

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Key Accountabilities

1. To provide support throughout the recruitment and selection process, including planning recruitment campaigns, arranging interviews, booking catering and venues, advising on selection panels and undertaking recruitment vetting ensuring compliance with policy and statutory guidance at all times.
2. To take a lead role planning cover arrangements for absent staff and to cover vacancies including procurement of agency staff, negotiation of daily rates, analysing needs and allocating internal staff as necessary.
3. To record and report staff absences promptly and accurately in accordance with school and payroll procedures.
4. To monitor absence against trigger points and issue trigger point review documentation to line managers. To ensure that line managers carry out review meetings, reporting to Trust HR as necessary.
5. To co-ordinate induction arrangements for new staff including supply workers, ensuring statutory and internal training requirements are completed.
6. To co-ordinate and arrange safeguarding training for all staff, i.e. training for new staff and annual refreshers for existing staff in conjunction with the Designated Safeguarding Lead. To ensure accurate records are kept and shared with Trust HR.
7. To respond to HR admin related queries from a variety of internal and external sources and draft correspondence on behalf of the school.
8. To co-ordinate all aspects of new starters and leavers – following checklists to ensure notifications are completed, issue keys, IT log ons

HR Support Administrator

Job Description

Pay Scale: N5
Responsible to:
Operations Manager



Job Purpose

To provide an efficient HR Support service to the school and its operations

Main Responsibilities

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Key Accountabilities

- To ensure that leavers are removed from all systems in a timely matter in line with leavers checklists, and to ensure all school equipment is returned and IT systems disabled on or immediately after the leaving date.
- To maintain accurate staff data including updating the Single Central Record, staff section of the Schools Information Management System database and CPD recording systems and produce reports as requested.
- To ensure that all supply workers are recorded on the Single Central Record and removed to the leavers tab on or immediately after the leaving date.
- To assist the PA and wider admin team in the provision of general administrative/ secretarial support to the Senior Leadership Team as required, including producing correspondence, responding to queries, arranging events, updating computerised and manual information and minuting meetings.
- To promote and implement the School's equal opportunities policies in all aspects of employment and service delivery.
- The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.



GCSE Results Day

Our 2024 GCSE results reflect the many positive changes that have taken place in the academy over the last year. All students are given the best possible support and advice and encouraged to follow their passion, whatever that might be.

HR Support Administrator

Person Specification

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1. Level 2 qualification in Literacy and Numeracy e.g. GCSE A*-C or equivalent in English and Mathematics or equivalent, or be able to offer evidence of commensurate experience.
2. Ability to work on own initiative.
3. A proven track record of successful work experience in an administrative post.
4. A proven track record of working with and/or supporting management.
5. Experience maintaining computerised and manual administrative systems.
6. Effective organisational skills e.g. meeting deadlines, information gathering, time management and good record keeping.
7. Effective written and oral communication skills.
8. Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:
 - motivation to work with children and young people
 - ability to form and maintain appropriate relationships and personal boundaries with children and young people
 - emotional resilience in working with challenging behaviours
 - Understanding of behaviour management strategies
9. Flexible approach to work/team worker.

Desirable

10. Relevant administrative qualification, e.g. NVQ or BTEC in Business Administration, Finance.
11. Experience working with young people or in an education setting

HR Support Administrator

Person Specification

Part B: Assessment Stage

Items 3–9, and 11-12 of the above criteria will be further explored at the assessment stage in addition to the criteria listed below:

Essential

1. Ability to establish and develop professional and effective relationships with adults and young people.
2. Effective IT skills including ability to type and input data with speed and accuracy.
3. Tactful and diplomatic.
4. Calm, professional manner.
5. Committed to equality and diversity.
6. Committed to own professional development.
7. Excellent organisational skills with the ability to prioritise effectively to meet deadlines.
8. Ability to deal with challenging situations and queries calmly and professionally.

Desirable

Item 11 and 12 of the Part A: Application Stage Desirable criteria.



A-Level Results Day

An increasing number of students spend 7 years at Kenton, going onto a variety of destinations at the end of Year 13. This year we were delighted that students have gone on to study Medicine at Cambridge and History and Physics at Durham as well as Film & TV at the University of Bristol.

About Kenton School



Kenton School is a vibrant and inclusive secondary school at the heart of the community in which we serve.

With just over 1800 students, Kenton is amongst the largest schools in the North East. However, despite the size, the school prides itself on retaining a family atmosphere, where students feel not only challenged through quality first teaching and learning but supported and motivated by the strong pastoral team.

Our Kenton team are passionate about providing the very best education possible for young people in our city, our region and nationally and our strong and committed team share our vision of ensuring all our students not only reach their potential but that they are confident, happy and resilient students who treat each other with compassion and respect.

We aim to provide a broad curriculum, focussing on educating our students for their future in the modern world, not the past or even just the present. We also believe strongly in developing the creativity of our students and this is demonstrated through our commitment to delivering arts courses as a core subject.



For further information, please visit our website
www.northernleaderstrust.org

About our Trust

TRUST SHARED VALUES

Northern Leaders Trust; Formed in 2014, our Trust currently incorporates both Kenton School and Studio West, an innovative 11-19 studio school.

Under the leadership of Chief Executive Officer Lee Kirtley, the Trust's main objectives are encompassed in its vision statement, which is 'Students are at the centre of everything we do. Through collaboration, every aspect of our work is of high quality. Our academies deliver an ambitious and inclusive curriculum. This enables all students to have high aspirations and to excel academically and socially.'

Each academy is unique and retains its own identity whilst aligning with our Trust vision and values. Each academy's motto summarises this.

Kenton School

'All Different, All Equal.'

Studio West

'Learning that connects.'

Our Trustees

Over the last three years, the Trust Board, comprising of 3 members and 7 Trustees has delivered major improvements to the governance, leadership and financial health of the Trust.

Our Trustees come from a variety of different education and business backgrounds, driving the strategic vision of the Trust and our schools. The Trust and its schools are supported by a strong central services team covering core Trust functions, such as HR, Finance, Data and ICT.

Shared Expectations – The One Trust Rule

Every student and adult is expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people and their wellbeing at all times.

Leadership – Leaders help themselves and others to do the right thing. We firmly believe that all students and staff within our Trust are leaders.

Excellence – We are a Trust that strives to achieve excellence in academic, sporting and artistic pursuits.

Integrity – We are honest and driven by a clear moral purpose. Acting with integrity means we strive to do the right thing at all times.

Kindness – We value being kind to one another, using our manners and being considerate of each other's feelings.

Indusivity – All students are welcomed into our classrooms and their uniqueness is celebrated. We have high aspirations for all students: no groups or individuals will be left behind.

Humility – We are humble in both success and failure. We acknowledge that our successes are achieved through the hard work of our students, parents, teachers and community.

Together – We believe that the Trust is stronger together and that collaboration is always more effective than competition.

Reflectiveness – We value reflection as a way to achieve improvement. We believe in inspiring all our learners to question, research, engage and therefore thrive,

Additional Information for Applicants

Terms and Conditions of Employment

The conditions of service applicable to the post are those determined by the National Joint Council for Local Government Services (the National Agreement) and locally agreed terms and conditions set by Northern Leaders Trust

Pay and Grading

The grade of the post is N5, equivalent to local government pay spine points 13-17, with current corresponding full-time salary of £28,163 to £30,060 pa. The actual salary for this post, based on 37 hours per week including annual leave entitlement as outlined above and 5 training days and 10 additional days is as follows:-

Less than 5 years' continuous local government service:
£25,423 to £27,135 pa

More than 5 years' continuous local government service:
£25,877 to £27,621 pa

Status

This is a permanent post.

Pension Scheme

On appointment, new associate staff will be automatically joined into the Local Government Pension Scheme (unless they choose to opt out). Further information can be found at www.twpf.info

Equal Opportunities

Northern Leaders Trust is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

Safeguarding

Northern Leaders Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

Rehabilitation of Offenders

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974.



Application Process

If you feel you have the experience, skills and attributes to succeed as part of our team, please download and complete our application form and return it to hr@northernleaderstrust.org



Kenton School, Drayton Road,
Newcastle upon Tyne, NE3 3RU



Learning that Connects

Studio West, West Denton Way,
Newcastle upon Tyne, NE5 2SZ