



Recruitment pack

HR Advisor

Empowering through education

Contents

Welcome from the Chief Operating Officer.....	3
The role in a nutshell.....	4
Why the Raleigh Education Trust needs this role.....	4
The opportunity	4
The Trust	5
Family of Schools.....	5
Traded services	7
Person specification	9
General duties and responsibilities.....	10
The candidate	10
Location.....	10
About your benefits	11
About the application process	11

Raleigh Education Trust
C/O Ambleside Academy
Minver Crescent
Aspley
Nottingham
NG8 5PN

T: 0115 855 01100
E: enquiry@raleightrust.org

Welcome from the Chief Operating Officer

Thank you for your interest in the role of HR Advisor within the central Business Support Services Team at Raleigh Education Trust.

Our Multi Academy Trust (MAT) has two special schools, two alternative education schools and one primary school, which currently supports approximately 1,100 students and 250 staff. Over the next three years, we intend to increase the number of schools to nine, reflecting the LGB Cluster arrangements and the Board's ambition to secure self-sustaining improvement systems. As the HR Advisor, you will be a key component in supporting the transition of employees into the trust.

The central team includes experts from a range of professional backgrounds including governance, finance, marketing, project management, HR, Estates Management and Health and Safety who work together to provide an outstanding support service to our family of schools and organisation.

We support our schools to provide educational and operational excellence with the overarching mission to ensure all children and young people are equipped for early adulthood, ensuring they can function successfully in the world outside.

We have recently implemented a new HR Management Information System as well as on-line recruitment software to enable the HR team to manage the life cycle of an employee through cloud-based systems. This development is in the implementation phase and, alongside the Chief Operating Officer and HR Officer, you will be implicit in embedding this throughout the trust whilst shaping and developing the policies and procedures with the HR Director, Principals and Senior Administrators. Through the system, your role will be key in monitoring and implementing the Absence Management Policy and Leave of Absence Policy working with Principals and Line Managers to effect timely responses to absence.

As you read through this pack, you may feel you do not have the job description's specific experience or qualifications. However, you may believe you can bring other qualities to the role which are unique and relevant and may compensate for any skills, competencies or experience you may lack based on the specification alone.

I invite you to consider what relevant transferrable skills and knowledge you may have and highlight your willingness to learn and develop continually. Experience in previous roles may help us to see your true potential.

I believe you can acquire further skills and knowledge, but not enthusiasm. The right candidate for this post will be genuinely excited about its present opportunity and committed to our mission.

Sally Boaden
Chief Operating Officer

POST	HR ADVISOR
Reports to	Chief Operating Officer
Salary range	Grade GLPC-F Points 21-24 (negotiable for an exceptional candidate)

The role in a nutshell

As the Trust HR Advisor, you will join the central Business Support Services Team led by the Chief Operations Officer. As the first point of contact for staff across the Trust, you will work proactively responding in a timely, helpful manner on all aspects of employee relations including discipline, grievance, absence, equality, maternity and paternity and pay;

You will work very closely with the HR Director, HR Officer, Principals and Senior Administrators.

Why the Raleigh Education Trust needs this role

The Trust HR Advisor will bring capacity into the Business Support Services Team and act as a positive professional supporting all levels of staff with HR matters. Having responsibility to contribute to and support the development and implementation of policies, processes and projects that support the Trust's wider vision and promote a culture of equality, diversity and inclusion.

The opportunity

This role is a rare opportunity to combine knowledge, expertise and creativity to help shape and develop the HR department for the Trust.

The opportunity to become the HR Advisor at Raleigh Education Trust comes at a time of expansion within the Business Support Services Team as well as an exciting opportunity for you to support operational excellence across the Trust.

You will be supported by an incredibly focused staff team and Chief Operations Officer exhausting all methods possible in our relentless pursuit to create operational excellence whilst supporting our overarching mission.

The Trust

Purpose

The core purpose of the Raleigh Education Trust is to ensure all children and young people are equipped for early adulthood, ensuring they can function successfully in the world outside.

Mission

Our aim is that children and young people will learn and develop the skills and character required to foster confidence, curiosity, creativity and empathy. We believe they will then progress with the confidence necessary to embrace life's challenges.

We believe they will progress with the confidence and character necessary to embrace life's challenges.

Vision for learning

Vision for learning: our values influence everything that we plan, teach and our children learn – confidence, challenge, curiosity, character and creativity. Academy staff are expected to support children and young people to embody these values through their experiences in our academies.





Ambleside
ACADEMY

Is much larger than the average-sized mainstream primary school in Nottingham.

It is a three-form entry school with up to six hundred and fifty pupils, including a nursery that can cater to 68 places in both morning and afternoon sessions. The school population is diverse, and our pupils represent a range of ethnic and faith groups.

Ambleside Academy has not received an inspection as a member of the Raleigh Education Trust.



Woodlands
ACADEMY

Is a special school in Nottingham catering for eighty-five pupils from three to sixteen years who have a range of special educational needs.

Pupils have been identified with either social, emotional and mental health needs, autism spectrum disorder, speech, language and communication needs, severe learning disabilities and moderate learning disabilities. All needs are assessed through the Education, Health and Care plan (EHCP) process. The plan describes a child or young person's special educational needs, the support they need, and the outcomes they would like to achieve.

Following the first inspection as a member of the Raleigh Education Trust, Woodlands Academy is a good school (Ofsted, February 2020).



Westbury
ACADEMY

Is a special school in Nottingham catering for one hundred and fifteen pupils from nine to sixteen years. All pupils have been identified with social, emotional and mental health (SEMH) needs.

All needs are assessed through the Education, Health and Care plan (EHCP) process. The plan describes a child or young person's special educational needs, the support they need, and the outcomes they would like to achieve.

Following the first inspection as a member of the Raleigh Education Trust, Westbury Academy is a good school (Ofsted, September 2021).



Is a specialist pupil referral unit in Nottingham providing education for pupils from fourteen to sixteen years who received a permanent exclusion from a mainstream setting due to behaviour concerns. Pupils are referred to the school by the local authority.

Following the first inspection as a member of the Raleigh Education Trust, Unity Academy is a school that requires further improvement. Ofsted judged pupil behaviour as good (Ofsted, September 2021).



Is a specialist pupil referral unit in Nottingham providing education for pupils from five to fourteen years who received a permanent exclusion from a mainstream setting due to behaviour concerns. Pupils are referred to the school by the local authority.

Following the first inspection as a member of the Raleigh Education Trust, Denewood Academy is a good school (Ofsted, February 2020).

Traded
Services





Traded Services

Nottingham City Council Commissioner for Alternative Education:

Unity Academy operates as the gatekeeper to eighteen LA approved alternative provisions across the City of Nottingham.

These provisions provide pupils on roll at Unity Academy with bespoke educational packages. The Admissions and Reintegration Team works with the pupil, the family, the school, external services/agencies and provisions in establishing the most suitable package of education and support.

Special Educational Needs Outreach Service:

The Trust is committed to supporting the LA with the city's most vulnerable pupils by offering bespoke education provisions for pupils with Educational Health Care Plans.

Often these pupils have been extremely challenging to find a school placement due to the complexities and age of the pupil. Westbury Academy has a small cohort (6) of pupils on roll that access an "enhanced" provision, that is additional to the main commissioning arrangements with the local authority.



Attendance and Welfare Intervention Team:

The Attendance & Welfare Intervention Team aims to support the pupil and families of those that find regular school attendance a challenge, allowing for academies and schools to have a greater focus on teaching and learning.

The Attendance & Welfare Intervention Team offers attendance and welfare support for pupils, families and schools that can be direct or indirect:

- Direct service - this service includes; monitoring daily registration, managing the pupil absence line, managing first and third day of absence (including safe and well visits), arranging parent/carer attendance meetings, managing all legal processes/casework, and providing termly attendance analysis and reports.
- Indirect service - this service includes; review of policies and procedures and delivery of staff CPD.

Person specification

	Essential	Desirable
Education and Training		
Educated to A-level standard or demonstrable equivalent work experience	•	
CIPD level 5		•
CIPD level 3 as a minimum along with a commitment to ongoing CPD	•	
GCSE English and Maths at a minimum grade C or 4	•	
Knowledge		
Knowledge of the role of trade unions in the education sector		•
An understanding of the basis on which HR policies are designed and operated	•	
An understanding of contracts of employment	•	
Knowledge and understanding of the education sector		•
Knowledge and experience of a broad range of employee relations issues	•	
Understanding of current HR issues facing the education sector	•	
Knowledge of latest employment law changes and the impact	•	
Experience		
Experience in a HR role	•	
Experience of advising on employee relations matters	•	
Solid HR administration experience	•	
Experience of drafting letters, reports and correspondence to a high standard and you must be able to demonstrate an eye for detail	•	
Experience in a fast-paced HR team delivering a high-quality service to managers and employees	•	
Well-developed IT skills including the use of a HR Information System for maintenance and reporting, MS Word and Excel, mail merge and email	•	
Professional Skills		
Knowledge of Employment Law and Employee Relations, the practical application of it and the impact this can have in a school context	•	
Able to manage competing priorities and take effective action to deal with these	•	
Excellent written communication skills including the ability to write formal reports and letters to a high standard	•	
Well-developed influencing skills to change practice via a collaborative approach	•	
Able to analyse and deal with complex situations, with skill and discretion	•	

General duties and responsibilities

Key tasks / responsibilities:

- Provide clear, knowledgeable and timely advice to managers and employees on HR policies and procedures demonstrating ownership of issues and a passion for high levels of service.
- A competent user of the Trust's HR information systems in order to maintain data accurately, assisting payroll / admin as required.
- Support recruitment and selection processes and quality assure safer recruitment practices at academies.
- Support the HR Director with Trust wide projects across the whole spectrum of HR including pay and reward, learning & development, engagement, employee relations and change management.
- Produce reports on HR metrics and interpret these to determine the areas of focus and priority in order to demonstrate impact on outcomes for young people.
- To support the HR Director with complex casework, ensuring legislation, policy and best practice are followed and options and risks are clearly understood.
- Drafting letters, reports, and minutes and undertaking research as required.
- Take notes at meetings / hearings as required
- Advise and support managers undertaking investigations, ensuring legal and procedural compliance.
- Act as HR adviser to senior managers or panels hearing formal absence, grievance or conduct matters.

The candidate

The ideal candidate will be able to demonstrate that they have experience, ideally within the education sector, as well as having a CIPD Level 3 qualification or the equivalent.

We welcome applications from anyone who believes they meet the expectations of the role regardless of age, gender, ethnicity, sexual orientation, faith or disability. In order to ensure that our Trust leadership composition is representative of the communities we serve, applications from groups who are currently under-represented in Trust leadership roles including people with disabilities and people from minority ethnic backgrounds are particularly encouraged.

In addition, please note the Chief Operating Officer's note on page three, where he has indicated an openness to hear from a diverse range of professionals who believe they can add value to the role.

Location

The post holder will be based at the Trust central offices within Ambleside Academy.

About your benefits

The position attracts an excellent remuneration package including a competitive salary, pension and health assured programme of support. Participation in annual training and development is expected and training bursaries are available on request. Out of pocket expenses are claimable through the Trust Expenses Policy.

About the application process

If you meet the criteria and you are enthusiastic about the role, we would welcome your application. To complete the application process you would need the following document(s):

1. Maximum of 2 A4 sides, outlining how you feel you meet the role and why you believe you can add value to the delivery of HR services and support.
2. Completed application form and associated documents through the portal which can be found at <https://www.raleightrust.org/work-with-us/current-vacancies/>

If you would like an informal discussion with the Chief Operating Officer at any time, please contact Sally Boaden via email at sally.boaden@raleightrust.org.

Only candidates requested for interview will be contacted. If you are not invited, we thank you for your interest in this exciting post with the Trust.