

Central MAT Office

The Diocese of Coventry Multi Academy Trust
St James' C of E Academy
Barbridge Road
Bulkington
Bedworth CV2 9PF

Candidate Information

Temporary HR Administrator
Central Team

About the Multi Academy Trust



The Trust

The Diocese of Coventry Multi Academy Trust Academies are:

- Transformational
- Aspirational
- Sustainable
- Motivational
- Purposeful

They are recognised for their distinctive and inclusive Christian ethos and for the impact this has on raising educational standards. An effective Church Academy will demonstrate its Christian distinctiveness by providing an aspirational and holistic education which enables all children and staff to develop and achieve to their full potential.

Our Vision

Our vision, based on John 10:10, is for every adult, every child and every academy in our trust to come together in order that we may pursue life in all its fullness. We have a vision of building a better future for all within our academies, who in turn will positively impact their communities.

Our Strategic Goals

To achieve our object, mission and vision, we will focus on the following five high-level goals:

- Deliver excellent education;
- Ensure strong and effective governance at all levels;
- Build a strong and sustainable infrastructure;
- Become an employer of choice;
- Drive sustainable growth

About the Role

The Trust is looking to appoint an inspirational and highly effective HR Administrator – Central Trust who is committed to supporting the Multi Academy Trust to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organization and contribute to its development and growth plans
- We are offering a salary of £21925 - £26925 per annum
- Eligibility to join the Pension Scheme

Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact Claire Freeman at Claire.Freeman@covmat.org to make arrangements.

Please note the closing date for applications is 18 September 2023. Completed applications and supporting documents should be sent via email to hr@covmat.org

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation.

Interviews will take place on a date to be confirmed.

Our Trust

Thank you for your interest in joining The Diocese of Coventry Multi Academy Trust, we are delighted to provide you with an application pack. It is hoped that the information provided will be of interest and will help you to begin your journey with us.

The Diocese of Coventry Multi Academy Trust was incorporated in 2013 and is one of over 2,700 Multi Academy Trusts in England. Highlighted as a leading diocesan Trust and a model of good practice by the Department for Education in 2016, the trust is now home to twenty-two academies spread across the Diocese of Coventry. This scale makes us one of the top 150 largest Multi Academy Trusts in the country.

Our vision, “together, pursuing life in all its fullness”, is based on John 10:10 and reflects the Church of England’s vision for education. You will see this come to life in all of our academies every day. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but sets them in a wider framework. We offer opportunities for children to realise their God given potential and flourish.



Our strategy focuses on five core aims. Among these are the desire to offer an **excellent education** and to be an **employer of choice**. To work with us, you must aspire to be an outstanding colleague, be prepared to go the extra mile and be comfortable with high levels of accountability for the progress of over 4,000 children. You must be willing to share and learn. Above all else, you must like young people and aspire to make them outstanding citizens.

In return, we offer excellent working conditions, first class professional development for ambitious people, genuine career development and opportunities for growth. All of our teachers are offered membership of the Teachers Pensions Scheme and all support staff are offered membership of the Local Government Pension Scheme. In addition, there is a superb package of employment benefits, including access to the Cycle to Work Scheme, membership offers and retail discounts.

Our most recent SIAMS inspection resulted in an “excellent” judgement. But we are not standing still and you would be joining the trust at an important stage in our development. We are on the verge of another period of growth, we are reviewing our school improvement offer and our central support structure, and our pupil numbers continue to rise.

In short, we believe our Trust has a bright future and are looking for bright people to help us get there.

Thank you once more for your interest in The Diocese of Coventry Multi Academy Trust and in the position available. I hope that this introductory letter has given you a clear sense of our vision and I hope that this pack gives you a feel for what we need. We look forward to hearing from you and exploring your future with us through our selection process.

Michael Cowland, CEO

Coventry Diocese

The Diocesan Board of Education seeks to serve and equip the church school family in a variety of ways. The Diocesan Director of Education, Mrs April Gold, is supported by a team of highly qualified, experienced and well-regarded professionals who aim to:



- 'be there' for our church school family and act as a central reference point supporting pastorally and professionally;
- facilitate creative and flexible networking between schools;
- promote excellence and distinctiveness within the family of church schools/academies and beyond;
- share best practice collectively;
- provide professional development: for staff at all stages of their careers and for governors;
- facilitate collaborative school improvement partnerships through the growth of our six CofE majority MATs;
- support the process of academy conversion;
- promote the establishment of new church schools;
- represent church schools to the wider church, to diocesan groups, in the press, and in public and community debate;
- champion inclusion and equality including advising on admissions policies and managing appeals;
- protect the status of church schools
- and promote the importance and the continuance of the voluntary sector.



'I believe that schools are at the heart of the church's mission to the nation and play a very important role in the life of their own parishes and communities.'

The Diocese is proud of its Church of England Schools which educate about 18,300 children and young people. The headteachers, staff and governors strive to promote the highest quality in everything they do, living and working with the values of Jesus Christ every day.

Our schools are a significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness God's love for each person and reflect God's desire for the world to be a better place for us all to live in.'

Bishop Christopher



Our Academies



St Laurence's CofE Primary School
Old Church Road
Coventry
CV6 7ED



St Oswald's CofE Academy
Addison Road
Rugby
CV22 7DJ



St Bartholomew's CofE Academy
Bredon Avenue, Coventry
CV3 2LP



St Michael's CofE Academy
Hazel Grove
Bedworth
CV12 9DA



Queens CofE Academy
Bentley Road
Nuneaton
CV11 5LR



Leamington Hastings CofE Academy
Birdingbury Road, Hill,
Leamington Hastings, Rugby
CV23 8EA



Stretton CofE Academy
Stretton Avenue
Coventry
CV3 3AE



Leigh CofE Academy
Plants Hill Crescent
Tile Hill, Coventry
CV4 9RQ



St James CofE Academy
Barbridge Road
Bulkington, Bedworth
CV12 9PF



Salford Priors CofE Academy
School Road
Salford Priors, Evesham
WR11 8XD



Harris CofE Academy
Harris Drive
Overslade Lane, Rugby
CV22 6EA



All Saints CofE Academy LW
Warwick Road
Leek Wootton, Warwick
CV35 7QR



St Nicolas CofE Academy
Windemere Avenue
Nuneaton
CV11 6HJ



Burton Green CofE Academy
Hob Lane
Burton Green, Coventry
CV8 1QB



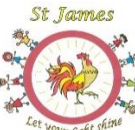
Studley St Mary's CofE Academy
New Road, Studley
B80 7ND



Long Itchington CofE Academy
Stockton Road
Long Itchington, Southam
CV47 9QP



St John's CofE Academy
Winsford Avenue
Coventry
CV5 9HZ



Southam St James CofE Academy
Tollgate Road
Southam
CV47 1EE



All Saints Bedworth CofE Academy & Nursery
Off the Priors, Mitchell Road
Bedworth
CV12 9HP



Dunchurch Boughton CofE Infant Academy & Nursery
School Street
Dunchurch
CV22 6PA



Dunchurch Boughton CofE Junior Academy
Dew Close
Dunchurch
CV22 6NE



Ryton-on-Dunsmore Provost Williams CofE Academy
Sodens Avenue
Ryton-on-Dunsmore
CV8 3FF

Vacancy Title

Job Description

KEY PURPOSE

As an integral member of the HR team, the post holder will take responsibility for HR administration, undertaking duties across a range of HR activities including: HR/Payroll administration, recruitment and selection to include issuing contracts of employment and data management and reporting. The post holder will be providing effective, accurate and efficient HR administrative support and first level advice to the Trust and its staff.

Responsibilities will include processing of HR information via the Trust's HR and Payroll database (iTrent), ensuring HR documentation and processes are compliant with regulations and internal policies and procedures, particularly with regard to safer recruiting.

The post holder will maintain regular and effective communications with a wide range of academy and central colleagues maintaining appropriate confidentiality at all times.

ACCOUNTABILITIES

The appointee will be line managed by the Head of People.

PRINCIPAL RESPONSIBILITIES

STAFF

- To provide advice and guidance for employees and line managers on HR procedures, practices and policies.

RECRUITMENT AND SELECTION

- With the exception of leadership recruitment, to co-ordinate part of the recruitment process to include: posting external adverts on agreed websites; managing the Trust's vacancy pages on the Trust website; finalizing job adverts and Job Descriptions for all posts; sending offers and contracts of employment for all employees
- For any leadership posts across the Trust and any Central recruitment, the whole recruitment lifecycle will be the responsibility of this role including all pre-employment checks, on-boarding; induction and payroll notifications
- Liaising with applicants (using the applicant management system), ensuring that throughout the recruitment process applicants receive a high quality experience
- To support the academies with the above as required
- Oversee the recruitment of Apprentices and manage the Apprenticeship Levy

DATA MANAGEMENT AND REPORTING

- To ensure that electronic employee records are accurate, up to date and comply with legislation. This will include responsibility for data entry, regular and ad hoc reporting, and an annual data cleansing exercise
- To prepare and send variation to contract letters advising payroll in a timely manner of any changes
- To maintain an accurate and up-to-date Single Central Register (a requirement of OFSTED) to be stored in the shared HR folder
- To update, hold, use a central HR policies folder, ensuring that all current Trust HR related policies and procedures are available for HR team members and employees
- On receiving monthly reports from Payroll, file these in a secure manner enabling access to only those authorized to do so
- Liaise with the IT provider on a monthly basis to ensure that they are kept updated with all new starters and leavers
- Prepare HR reports by collecting, analysing and summarising data and trends and sharing these reports with colleagues and managers, e.g. Employee Attitude Surveys, external benchmarking activities etc.
- Compile and maintain a Trust list of job descriptions

COMPLIANCE

- For the Central Team, administer absence reporting and recording processes, ensuring that all absence is reported, recorded and followed up in accordance with the appropriate Trust policies and procedures
- In liaison with the Head of People, produce letters and reports as required to manage absence
- To produce and analyse absence reports, on behalf of the Trust, termly and as required
- With support from the Head of People, or relevant project team, update the documentation, systems and materials to support the performance management process
- To co-ordinate the Headteacher performance management process, ensuring that managers complete performance management meetings and paperwork on time
- To take responsibility for reporting that the probation process is tracked effectively across the Trust
- To design the staff induction process and materials, to enable an effective onboarding process
- With support from the Head of People, conduct the reporting and analysis required to submit data for the annual audit and annual Gender Pay Gap Report and any other internal/external reporting requirements

GENERAL HR ADMINISTRATION

- To raise purchase orders, check off all invoices and expenditure
- To take minutes at formal meetings (e.g. discipline, grievance, capability)
- To provide support on any project work
- To provide administration support to the auto-enrolment pensions process
- To provide administration support on project development activities, such as the rollout of a new HRIS, and other central HR changes such as HR policy updates
- On behalf of the HR Team, liaise with the IT provider, with regards to amended practices and systems

OTHER

- To work as a collaborative member of the Trust HR team
- To develop and maintain strong relationships with Leadership teams
- To cover for absent colleagues
- To be willing to travel to any academy within the Trust as required
- To undertake any further training as identified in the Trust review procedures. To demonstrate a commitment to continuous professional and self-development in line with The Trust and professional development priorities.
- Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to cooperate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
- To understand, comply with and promote the Trust's safeguarding policy and procedures.

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

New members of staff will be required to apply for Disclosure Service certification as part of our staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at: www.homeoffice.gov.uk/ Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applicants for this post are among those who are not entitled to withhold information about any previous criminal conviction.

All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

Existing UK legislation states that a person cannot be employed to this post if they do not have permission to live and work in the UK. Please advise if you require any guidance or further information on this.

To understand, comply with and promote the Trust's Code of Conduct.

To maintain confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times, especially concerning confidentiality, treatment of personal information and records management.

Be aware of, promote and implement the Trust's Quality and Information Security Management Systems.

To report to the line manager, or other appropriate person, in the event of awareness of bad practice.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equal Opportunities Policy and Code of Conduct.

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation.

The Trust is fully committed to sustainable development and environmental initiative. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional and local environmental issues. The Trust will support its academies in continuously seeking to find ways to improve its environmental performance and will comply, as a minimum, with all relevant environmental legislation, regulations and codes of practice. All staff are required to support these aims.

This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust, the HR Administrator will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

STRENGTHENING THE COMMUNITY

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. Academy leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other academies. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.

- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](https://www.gov.uk/disclosure-and-barring-service)

The Trust will ensure that:

- The policies and procedures relating to safeguarding and safer

recruitment are fully implemented and followed by all staff.

- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

DATA PROTECTION

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Head of People reserves the right to

alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification

Personal Qualities, Qualifications and Experience		Measured by				
		Essential	Desirable	Application	Interview Process	References
Qualifications and Training						
1	Right to work in the UK	✓		✓		
2	GCSE Grade C or above or equivalent in Maths & English	✓		✓		
3	HR qualification e.g. Certificate in Personnel Practice (CPP) or other relevant qualification or willingness to undertake		✓	✓		
4	Previous experience of working within the education or charity sector		✓	✓		
Professional Experience and Knowledge						
1	Experience of working in HR administration	✓		✓	✓	
2	Awareness of issues and initiatives within a Multi Academy Trust		✓	✓	✓	
3	Demonstrably good IT skills including Word, Excel and Powerpoint, Microsoft 365	✓		✓	✓	
4	Experience of working in a similar role in an education environment		✓	✓	✓	
5	Experience of working with a HR database	✓		✓	✓	
6	Understands and demonstrates the importance of confidentiality and discretion	✓		✓	✓	
7	Experience of managing priorities in a pressurized environment whilst meeting agreed deadlines/timescales	✓		✓	✓	
8	Experience of building and maintaining effective working relationships	✓		✓	✓	
9	Has an understanding and knowledge of safeguarding and promoting the welfare of children	✓		✓	✓	
Skills and Abilities						
1	Listens well, communicates clearly and fluently	✓		✓	✓	
2	Demonstrably excellent written and oral communication skills	✓		✓	✓	

3	Relates well to people at all levels, and with staff and pupils	✓		✓	✓	
4	Demonstrably strong administrative and organisation skills	✓		✓	✓	
5	Works productively in a high pressure environment	✓		✓	✓	
6	Works in a systematic, methodical and orderly way	✓		✓	✓	
7	Follows procedures and policies	✓		✓	✓	
8	Manages time effectively and able to multi task to meet deadlines	✓		✓	✓	
9	Detail orientated and able to take ownership of tasks and work with minimal supervision	✓		✓	✓	
10	Ability to challenge constructively and effectively	✓		✓	✓	
11	Possesses effective problem solving skills	✓		✓	✓	
Personal Qualities						
1	Maintains confidentiality and discretion	✓		✓	✓	
2	Adapts to the team and helps to build team spirit	✓		✓	✓	
3	Maintains a positive outlook at work	✓		✓	✓	
4	Has a flexible and enthusiastic approach	✓		✓	✓	
5	Focuses on customer needs and satisfaction	✓		✓	✓	
6	Achieves high standards for quality and quantity	✓		✓	✓	
7	Motivation to continually improve standards and achieve excellence above norms	✓		✓	✓	
8	A willingness to undertake continuing professional development		✓	✓	✓	
9	Resilience and determination to support HR processes	✓		✓	✓	
10	Genuine passion and a belief in the potential of every student	✓		✓	✓	
11	Commitment to the safeguarding and welfare of all pupils	✓		✓	✓	
12	Promotes and defends equal opportunities	✓		✓	✓	
13	Have a willingness to demonstrate commitment to the Christian values and behaviours which flow from the MAT ethos	✓		✓	✓	
14	This post is subject to an enhanced Disclosure and Barred Service check					

I **(name)** hereby confirm that I have received a copy of the Job Description for the post of **Central HR Administrator – Central Team.**

Signed

Date