

# **HR Officer**

**Grade 6 – Points 18-22  
£29,269 – £31,364pa (FTE)**

**37 hours – 52 weeks**

## **Weavers Academy**

**'Striving for success, focusing on learning'.**

You can find out more at:  
**[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)**

# Dear Colleague



Whether you are just browsing or actively looking, I am pleased that you have shown an interest in Weavers Academy.

I understand what a difficult decision moving schools can be so whether you have made up your mind or you are just seeing what is out there, we are happy to talk or meet with you to ensure you make the right choice. We value transparency. This is more to us than a business transaction!

I am excited to be recruiting for the post of HR Officer to join us at our forward thinking and positive school, Weavers Academy, Wellingborough.

Having achieved a 2022 Ofsted grading of 'good', in all areas including leadership, inspectors found that pupils are proud of Weavers and as a result behave well in lessons and around the school. The academy has pursued a rigorous and continuous programme of educational improvement which can be seen and measured throughout the academy. Work that the school has done to further improve behaviour and attendance has resulted in students becoming increasingly ambitious for their futures.

We are committed to ensuring that all students reach their full educational potential. This comprises of our 4 key curriculum areas in Academic, Ambition and our Co-curricular & Extracurricular programmes. Our curriculum development has resulted in a highly effective and sequenced curriculum that provides a secure platform ready for expert delivery.

Our ethos and values are underpinned by our vision, 'Striving for success, Learning with PRIDE'. 'Learning with PRIDE' helps identify the values that students and staff should embody in order to be successful, lifelong learners. Perseverance, Respect, Independence, Determination and Engagement are values we develop in our students and expect in all staff. This ethos drives us forward, every day.

We are proud of the co-curricular and extra-curricular programmes that all staff play an active part in, that means over 1300 pupils per week have access to high quality and planned additional activities. The options range from skiing to singing, chess to climbing and performance options to provisional driving licence preparation. We are very proud to show you and find out what you might offer!

We have a commitment to staff development, and we have put in place a detailed programme of profession development that provides weekly CPD for staff. As a result, curriculum planning, teaching strategies and assessment techniques have advanced and drive student progress.


We would welcome applications from staff who are experts in their field and are determined, independent and highly engaged. You will be joining a highly effective team with a collective focus to improve student achievement by providing a positive culture. You will need to be a team member, undertaking duties as required to meet the needs of the school, students and the team.

Yours sincerely

**Jon Hunt**  
**Principal**

You can find out more at:

**[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)**



For further information and an application form please visit our website (we are in the process of updating and improving our online provisions): [www.weaversacademy.org.uk](http://www.weaversacademy.org.uk)

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# ABOUT CREATIVE EDUCATION TRUST



**Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.**

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.

## Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities



## Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

## Our Values

### Ambition

We are ambitious in everything because only the best will do

### Excellence

We do not stop at 'good enough'

### Creativity

We connect our knowledge in innovative ways

### Resilience

When the going gets hard, we up our game and reach our goal

### Inclusion

Every child and every colleague matters – we will work for and with them all

### Respect

We value the ideas of others and make sure all voices are heard

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# ABOUT WEAVERS ACADEMY



**We are a mixed secondary school, catering for children between the ages of 11 and 18 years and located in Wellingborough.**

Since September 2013 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities, and we strive to provide an inclusive and expansive education for all of the young people in our care.

## **Our on-site facilities include:**

- Multiple Sports Fields
- Extensive Multi-Use Games Area
- School hall with stage, equipment with auditorial technology
- Drama studio complete with sound system and mirrored wall;
- IT suites with state-of-the art technology;
- Interactive whiteboards in all classrooms;
- Modern and open-plan library with wide range of reading materials
- Brand new gym facilities
- 3 large sport halls
- Bespoke 6<sup>th</sup> Form Centre
- Leadership Hub



## **Summary of Weavers Academy's Progress**

- The atmosphere in lessons is positive. Pupils respond well to the challenges provided by teachers.
- This is a school where staff care for pupils and are determined that they will succeed.
- The way that behaviour is managed has improved the standard of behaviour across the school.
- **Ofsted GOOD – May 2022**

To see full details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/139068/Weavers-academy>



# SUPPORT FOR OUR STAFF

**We are committed to providing our staff with the highest quality support and challenge to ensure that they excel and give our students the education they deserve.**

We are committed to providing our staff with the highest quality support and challenge to ensure that we excel and give our students the opportunities and provision they deserve. Senior leaders are encouraged where possible to sit on the academy council of another CET school which is a very valuable experience.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

On a Wednesday afternoon, all staff take part in our TED Talks for professional development. Each week a priority theme is explored, such as 'Improving Literacy', 'Meeting the needs of students with SEND' and 'Assessment for Learning'. Staff have opportunities to deliver a session for other staff and staff can choose which session to attend to support their own CPD goal.

Our 'breathing space' days, open to all staff provide opportunities for colleagues to 'download' in a safe space. A coaching model is used by our experts in residence and staff report that they have found this provision really effective in supporting their resilience. We intend to continue this initiative and to develop it further at the end of the pandemic.

Our bespoke programme of peer-to-peer support is called 'joint-practice development' – or now fondly termed 'JPD' – and it involves everyone in the school. 'Donors' meets up with 'recipients' to set their own agendas to develop practice. Through plan-try-review methods, teachers work together to modify teaching strategies so that we can root the best practice in every classroom. The model is based upon the work of David Hargreaves and also incorporates Rosenshine principles. Currently, JPD is focusing on improving the quality of learning and teaching in order to meet the needs of students supported by the pupil premium and those with SEND.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. They run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. There is an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

The school is supported by an experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

There are also a number of cross-group, phase leader and year-specific forums to facilitate collaboration across the schools.

You can find out more at:  
[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

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## HR OFFICER JOB DESCRIPTION

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### LOCATION

Weavers Academy, Wellingborough

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### SALARY:

GRADE 6 (Points 18-22)  
£29,269 - £31,364 per annum

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### HOURS

37 hours, 52 weeks

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### THE ROLE

To be the first point of contact for HR related matters within the academy. To co-ordinate and support the employee life cycle within the Academy with support from the Regional HR Business Partner.

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### REPORTING LINES

The post will report to the Regional HR Business Partner

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### KEY RESPONSIBILITIES

- Ensuring all HR policies and procedures used within the school are the current policies for the Trust.
  - Maintaining employee's HR files in an accurate and orderly manner ensuring that they comply with all safeguarding and GDPR requirements.
  - Ensure MIS and Personnel Systems are accurate and updated with all employees' contractual details and staff data in accordance with the Trust and school policies.
  - Provide reports on staff absences, continuous service and recruitment.
  - To ensure that all changes to contracts are authorised and recorded accurately on the payroll system in a timely manner.
  - Responsible for ensuring the Single Central Record (SCR) is correct and up to date and in line with safeguarding requirements.
  - Responsible for the completion of the School Workforce Census.
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You can find out more at:

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- Managing the support staff performance appraisal process to ensure appraisals are completed on time and in accordance with the Trust and school procedures.
  - Providing low level HR advice to line managers, escalating to the Regional HR Advisor for formal matters.
  - Supporting line managers with risk assessments including but not limited to pregnancy, long term illness and disability.
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### RECRUITMENT

- Maintaining an up to date and accurate data bank of job descriptions and person specifications for all employees.
  - Assist with compiling and placing recruitment adverts and recruitment packs.
  - Co-ordinate shortlisting and interviews and carrying out the administration of paperwork for recruitment, ensuring compliance with Trust and school policies and procedures.
  - Ensure that all pre-employment checks are completed and authorised for all new starters and in line with our Safer Recruitment Policy.
  - Issue offer letters, contracts and any amendment to contracts letters to staff, ensuring accuracy of employment particulars.
  - Maintaining up to date staff induction packs and Employee Handbooks. Supporting SLT with the general induction to all staff and ensuring all relevant paperwork is completed and signed off.
  - Setting up and maintaining control systems to ensure all relevant paperwork is received for new staff and all actions completed for staff leaving.
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### ABSENCE MANAGEMENT

- Ensure that Return to Work forms, self-certificates and Fits notes are filed and recorded.
  - Co-ordinating any staff referrals to the Occupational Health provider in line with the Absence Management Policy.
  - Provide monthly reports on sickness absence and provide advice on levels of absence to line managers.
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- Ensure absences are recorded on SIMS and payroll and provide a monthly report on staff sickness entitlements.
- Working with line managers to highlight employees with high absence levels and to support the informal absence processes.

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## **EMPLOYEE RELATIONS**

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- Provide data support and advice in the application of HR Policies, in particular Probation, Absence Management, Capability and Disciplinary escalating any formal or complex matters to the Regional HR Business Partner.
- Support the Senior Leadership Team and Regional HR Business Partner in casework, in particular arranging meetings, sending correspondence and taking minutes.

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## **OTHER RESPONSIBILITIES**

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- Contribute to the HR working group arranged by the Head Office HR Team.
- Keep up to date with changes in employment legislation with CPD.

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## **SCHOOL ETHOS AND COMMUNITY**

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- Reinforce and instil clear standards for and throughout the school.
- Promote the school's unique identity and celebrate its achievements.
- Recognise, praise and celebrate the commitment and achievements of colleagues, students and other stakeholders.
- To be a positive role model of the values and behaviours that underpin the school vision.

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## **SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST**

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- Develop strong, positive relationships with Creative Education Trust colleagues, participating in trust-wide work and projects as appropriate.
- Participate with internal and external partners and specialists to share best practice, contribute to the development of Trust strategies and policies and promote the school and Creative Education Trust in a national context.

You can find out more at:

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- Undertake any other reasonable duties deemed appropriate to the role.
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Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.



# PERSON SPECIFICATION

## HR OFFICER

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Level 2 in English and Maths or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Level 3 CIPD qualification</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of working within an HR environment</li> <li>Experience of running a recruitment process</li> <li>Experience of working independently within set procedures with minimal guidance</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in HR or recruitment environment within the Education sector</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>Knowledge of HR policies and processes, including recruitment, file management and sickness absence</li> <li>Understanding of GDPR</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of SIMS</li> <li>Knowledge of School Teachers terms and conditions</li> </ul>
<b>SKILL AND ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>Proficient in using the Microsoft packages including Word, Excel and Outlook</li> <li>Proven ability to manage competing priorities and meet deadlines in a calm and efficient manner.</li> <li>Effective written and oral communication skills.</li> <li>Attention to detail and accuracy.</li> <li>Ability to work proactively in order to manage the workload of the HR Office.</li> <li>Ability to work effectively individually and also as part of a team complimenting the work of existing colleagues.</li> <li>A professional approach supported with a due regard for discretion and the need for confidentiality.</li> <li>Ability to respond flexibly and adapt to changing and challenging circumstances.</li> <li>Experience of delivering excellence customer service to internal and external stakeholders.</li> <li>Ability to deal with challenging situations.</li> <li>Excellent organisational skills and the ability to deal with a reactive, wide-ranging workload.</li> </ul>	
<b>EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity</li> </ul>	
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>An understanding of up-to-date safeguarding requirements and best practice.</li> </ul>	

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