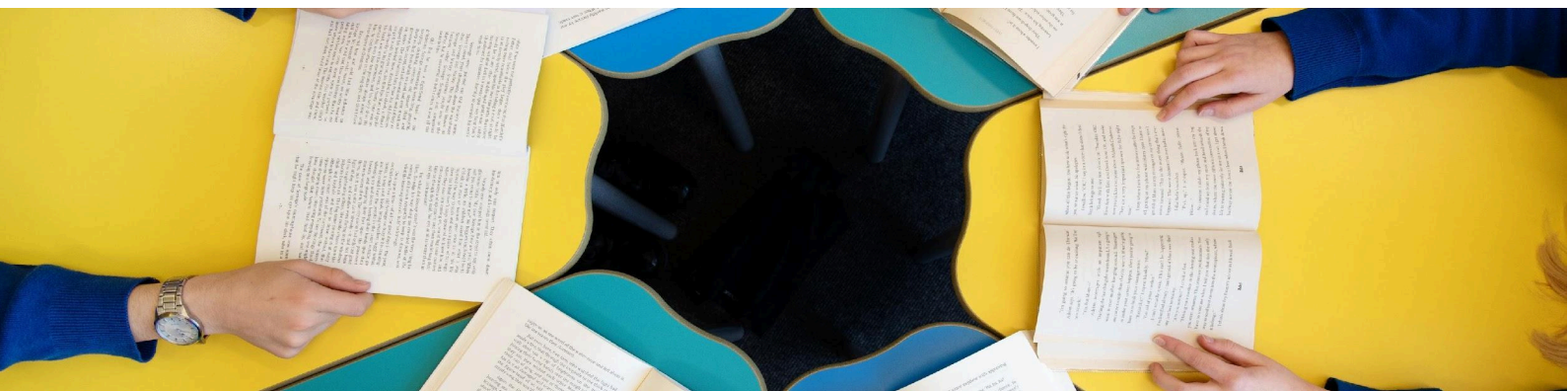


SEATON VALLEY FEDERATION OF SCHOOLS



HR Officer

Full time - Full year

Permanent

About us

Astley Community High School, Whytrig Middle School and Seaton Sluice Middle School are part of the Seaton Valley Federation of Schools. The three schools share a single governing body.

I have a very simple philosophy when it comes to the type of schools that I want to lead. Simply put, I want them to be outstanding in everything that they do and ensure that students attend a school where they are safe, happy and successful. I am immensely proud to be Executive Headteacher of all three schools. We strive for excellence in the education we provide for our students and are a focal point for the local community.

I strongly believe that the relatively small size of all three schools provides a great environment in which to know our young people well, so that we are able to understand and respond to each individual's needs and enable them to succeed.



John Barnes, Executive Headteacher

The Role

Seaton Valley Federation of Schools

Elsdon Avenue
Seaton Delaval
Tyne and Wear
NE25 0BP
0191 237 1505

Job role	HR Officer
Type of contract	Permanent, 37 hours per week, Full year
Salary/Scale	Band 4: Scale Points 7 to 11 £24,294 to £25,979
Required from	1 September 2024

Small enough to care, big enough to make a positive impact

This is an exciting opportunity to join our federation of three schools delivering education to 9-18 year olds throughout Seaton Valley in south-east Northumberland.

You will work closely with the Business Manager and Senior Leadership Team to ensure HR processes such as recruitment, appraisal and sickness absence are effective and consistent across the Federation as well as providing initial advice on more challenging issues such as disciplinary, grievance and restructuring. You will also update employee records and prepare paperwork for our payroll provider to strict deadlines and a high level of accuracy.

Ideally with a professional HR qualification equivalent to NVQ level 3, you will have previous experience of core HR administrative processes and excellent organisational skills. You will also have a track record of providing accurate and pragmatic advice to line managers about terms and conditions and key HR policies and procedures. Excellent literacy and numeracy skills and a meticulous attention to detail will be needed, however tact, diplomacy and tenacity to deal with situations which are sensitive or may result in conflict is equally important.

You will also take responsibility for our administration service across the Seaton Valley Federation. Under the guidance of the Business Manager - HR, Admin and Partnerships you will supervise our team of administration assistants running our busy school main offices, engaging with parents, students, staff and members of the public. The school offices are very busy and you will need to have a flexible and organised approach.

As this role will involve scheduling cover for absent teachers, the working pattern will involve an early start during term-time e.g. 7.30am-3.30pm. It is also essential that you are able to travel frequently between our two school sites located in Seaton Delaval and Seaton Sluice. We would consider applications to work either full year or term time plus 10 days.

Visits to the school are also warmly welcomed and encouraged. Please email Janet Das, Business Manager via vacancies@svf.org.uk to make an appointment.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Interested in applying? A completed application form must be submitted **by 9am on Monday 19th August 2024**. Follow the link below to apply:

<https://mynewterm.com/jobs/119797754/EDV-2024-SVF-74315>

Further information about all of our current vacancies is available at: <http://www.svf.org.uk/vacancies>

Job Description

Post title:	HR Officer
School:	Seaton Valley Federation
Payscale:	Band 4
Date:	May 2023
Responsible to:	Business Manager- HR, Admin and Partnerships
Responsible for:	Admin assistants
Job purpose:	Responsible for providing an effective HR administration service across the federation and providing initial advice to senior leaders and governors on key HR processes. Organise and supervise office and administrative systems across the federation.

Duties and key result areas for Astley Community High School, Whytrig Middle School and Seaton Sluice Middle School:

- Assist the Business Manager and senior leaders with drafting of job descriptions/person specifications and prepare paperwork for submission for job evaluation to the Federation's HR provider.
- Organise recruitment administration in accordance with the Federation's Recruitment and Selection Code of Practice and safer recruitment guidance including drafting candidate information packs/job adverts, placing adverts in print and web media, arranging shortlisting/interviews and handling reference requests.
- Personally undertake pre-appointment checks for staff and volunteers and co-ordinate the preparation of paperwork for Employee Services.
- Ensure the effective administration of all employee records including maintaining an accurate and up-to-date single, central record of recruitment and vetting checks for each school.

- Arrange an effective induction for all new staff and volunteers.
- Ensure that supply staff, agency workers and student teachers have the necessary pre-appointment checks and an effective induction.
- Support effective site security and e-safety procedures by liaising with the Business Support Officer – Premises and Health and Safety and Network Manager regarding issue/reclaim of ID cards, uniform, keys, school property and IT access for new starters/leavers.
- Develop and maintain a Staff Handbook and Induction Pack appropriate for each school in conjunction with the Business Manager.
- Develop and monitor systems and processes for managing sickness absence, annual leave, leave of absence requests and ensure they are effectively used by all staff and line managers.
- Maintain accurate records for staff and produce the School Workforce Census data return for each school.
- Monitor compliance with the Federation's Managing Sickness Absence Policy and Procedure (e.g. conduct return to work interviews, monitor sickness absence trigger points, make referrals to Occupational Health) and advise senior and middle leaders at formal sickness absence meetings including investigating cases that require formal action.
- Act as the first point of contact and confidential listening post for staff experiencing challenging or emotional situations, providing support and referring the employee to welfare services or external agencies as appropriate.
- Administer the implementation of the Seaton Valley Federation's Code of Conduct for Staff and Volunteers including the annual register of staff interests, applications for secondary employment etc.
- Advise senior and middle leaders on the implementation of the Federation's HR Policies and Procedures including Probationary Period, Leave of Absence, Flexible Working, Appraisal, Disciplinary, Capability and Grievance including investigating cases that require formal action and advising/taking notes at investigatory interviews and hearings up to written warning level.
- Support the Business Manager with the development and implementation of bespoke HR policies for the Seaton Valley Federation including the annual review of the Federation's Pay Policy, Appraisal Policy and Redundancy and Pay Protection Schemes and consultation with staff and trade union representatives.
- Support the Executive Headteacher with the collation of information relating to the annual appraisal and salary review process for teachers.
- Support the Executive Headteacher, Heads of School and Business Manager with the annual review of the schools' staffing structures and development of new proposals to ensure the best use of available resources, including where necessary advising on redundancy and contractual change processes and participating in the consultation process with staff and trade unions.
- Prepare relevant paperwork for Employee Services for contractual changes, leavers and verify payment/travel/subsistence claims before authorisation ensuring that Consistent Financial Reporting codes are correctly applied and the three schools' budgets accurately charged.
- Liaise with the Business Support Officer- Finance ACHS WMS and Business Support Manager - SSMS to ensure the financial implications of all staffing changes are accurately reflected in the budget.
- Reconcile monthly transaction reports for staffing expenditure and indirect staffing expenses to ensure a robust budget monitoring process, investigating and resolving anomalies and reporting on variances.
- Undertake staff risk assessments, including those for staff who are pregnant, have mental health needs or a disability, to ensure their safety and well-being and provide advice to managers on any required changes to the environment, working practices etc.
- Collate, analyse and maintain training needs for health and safety across all three schools and organise and administer appropriate CPD in conjunction with the Business Manager and the Safety Co-ordinators at each site to ensure that all identified training needs are met on a timely basis.
- Deal with the administration of CPD and training requests, raising purchase orders/processing invoices and booking travel/accommodation as required.
- Work collaboratively with all staff responsible for health and safety management/co-ordination across the Seaton Valley Federation to support the Business Manager to achieve an effective approach to safety management including attending meetings of the Federation's Safety Management Team and liaising with the link governor for health and safety as required.
- Act as Secretary to the Health and Safety Management Team for the Seaton Valley Federation of Schools.
- Contact external supply agencies to arrange planned and ad hoc cover as needed ensuring effective spend of the allocated budget in consultation with the Business Manager and Heads of School.
- Liaise with the federation's HR provider to ensure governors and the Senior Leadership Team are aware of changes to pay, terms and conditions and HR policies/procedures.
- Provide briefing and training sessions for managers and governors on HR issues to enable the development of effective people management skills.
- Support the Executive Headteacher and the Business Manager to review HR issues by collating and analysing information in liaison with staff and other managers and making recommendations for improvements.

- Comply with all school policies relating to:
 - Health and Safety
 - Equal Opportunities
 - Child Protection
 - Confidentiality and data protection.
- Work in such a way that you promote the ethos and vision of the school.
- Participate in training and development and activities that contribute to the management of performance.
- Assist with the management of pupils outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and member of the school's management.
- To undertake other duties and responsibilities as required commensurate with the grade of the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Person Specification

Post title:	HR Officer	
School:	Seaton Valley Federation	
Essential	Desirable	Assess by
Education, Training, Knowledge and Qualifications		
<p>Educated to NVQ Level 3 or equivalent in a business related discipline with HR content</p> <p>Understanding of the effective use of ICT systems and business processes</p> <p>Awareness of the statutory and procedural requirements of employment law including contracts of employment, sickness absence, disciplinary, redundancy, contractual change etc</p> <p>Understanding of the role of HR in enabling school improvement priorities to be met.</p>	<p>CIPD Level 3 Foundation Certificate in HR Practice (or equivalent).</p> <p>Training in safer recruitment in schools context.</p> <p>Thorough knowledge of the terms and conditions of teaching and support staff within the context of maintained schools including the School Teachers' Pay and Conditions Document, Burgundy Book and Local Government Services Green Book.</p>	A, I, O, R
Experience		
<p>Experience of undertaking key HR administrative processes such as recruitment, pay and sickness absence.</p> <p>Experience of drafting adverts, job descriptions/person specifications and correspondence.</p> <p>Successful track record of advising staff and managers about terms and conditions, implementation of HR policies, appraisal etc.</p>	<p>Previous experience of developing and delivering an effective HR administration service</p> <p>Previous experience of working in a school setting</p>	A, I, R

<p>Experience of successfully developing administrative systems and processes. Experience of dealing with a range of stakeholders to achieve desired outcomes and impact.</p>	<p>Previous experience of scheduling and deploying staff</p> <p>Previous experience of note-taking and advising at investigatory interviews and hearings.</p> <p>Previous experience of undertaking risk assessments.</p> <p>Evidence of service improvement to achieve efficiency savings and customer-focused improvement</p>	
<p>Personal Qualities, Aptitudes</p>		
<p>Tact, diplomacy and tenacity to deal with situations which are sensitive or may result in conflict Ability to cope with the emotional demands of staff who are experiencing challenging situations or personal circumstances Meticulous attention to detail and able to maintain a high standard of accuracy with numerous interruptions Ability to take accurate notes Well-developed advisory and influencing skills Ability to manage a number of conflicting operational priorities Effective verbal and written communication skills Ability to design and deliver training to individuals and groups of managers/governors Developed ICT and keyboard skills in using management information systems and Microsoft Office applications to improve efficiency and effectiveness Ability to work on own initiative Ability to plan operations over the school year. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline</p>		<p>A, I, O, R</p>
<p>Skills</p>		
<p>Basic ICT skills Basic office skills e.g. photocopying, filing</p>		
<p>Physical, Mental and Emotional Demands</p>		
<p>Concentrated mental attention is required for lengthy periods when taking notes. Work-related pressures arise from conflicting priorities, interruptions and deadlines outside of the postholder's control.</p>		
<p>Other</p>		
<p>Able to meet the working hours required by the post. No disclosure about criminal convictions or a safeguarding concern that makes applicant unsuitable for this post</p>		<p>A, I, R, C</p>

(a) application form, (i) interview, (r) references (o) observation

What it's like to work here

"Being a teaching assistant in the Seaton Valley Federation has opened many doors for me. I am supported by amazing members of staff and have had the chance to build many relationships with the children and help them along

their educational journey. It brings me so much joy to be able to be a part of their school life and help them to flourish."

Eve Lamb, Teaching Assistant

"Working at Seaton Valley Federation is a privilege. Our team is warm, welcoming and friendly. The role of a TA here is important and valued, and is always rewarding and immensely satisfying. We really do make a difference!"

Rikki Houlsby, Teaching Assistant

"Working at Seaton Valley Federation is like working with family. It is a supportive environment where you're trusted to get on with your job because you're the expert."

Gary Taylor, Business Manager, Data & Curriculum Support

"Working for SVF is fantastic! There is a fab team behind the scenes who are great at supporting each other - whilst also having a laugh along the way!"

Matty Kiddell, IT Manager

"I joined Seaton Valley Federation two years ago and I would say that the most important elements of working across our three schools are firstly that you are trusted to do the job you are employed to do, secondly, you are part of a welcoming and supportive team and thirdly the variety of the role is amazing - no two days are the same."

Angela Hall, Partnerships and Marketing Officer



Our Ethos & Values

As part of the Seaton Valley Federation we share the same ethos and vision and use this as a reference point for all we do. Our vision is:

- **To be exceptional in everything we do.**

- **To ensure that everyone attends a school where they are safe, happy, successful and have lots of opportunities.**
- **To provide a positive learning environment which allows everyone to achieve their potential.**

We have three main themes to our ethos:

- **To know every child academically and pastorally as a complete young person.**
- **To treat everyone and everything with respect.**
- **To strive for everyone to be as good as they can be and to be proud of doing well.**

Our schools are small enough to care but big enough to deliver a positive impact.

All three schools in the Seaton Valley Federation share a set of core values. We expect that all members of our school community will:

- Develop their self-knowledge, self-esteem and self-confidence
- Respect the laws of England and will know right from wrong and ensure their actions reflect this
- Accept responsibility for their behaviour
- Show initiative and contribute in a positive way to the school community, the local community and society in general
- Show respect for each other and all other people
- Show tolerance and respect for different cultures and traditions and will never act in such a way that these cultures and traditions are abused or attacked
- Show respect for the rule of democracy and respect for the democratic principles of England.

Commitment to Continuing Professional Development

We are committed to the continuing professional development of all of our staff.

- There is a weekly session for teachers to undertake Continuing Professional Development focused on teaching and learning. These sessions are led by internal and external providers and we expect all teachers to contribute to these sessions so that we can share and build upon good practice and innovative ideas.
- We hold joint training days for the three schools in the Seaton Valley Federation to facilitate an integrated approach across all phases and stages.
- Staff are given the opportunity to work in other schools at specific times of the school year to develop their skills and knowledge of other key stages.
- We provide opportunities for teaching staff to observe at least one other colleague of their choosing during the school year to support staff to reflect on their own practice.
- Each member of staff has a CPD plan to address areas for development identified through the annual appraisal process and we support staff to develop their skills and knowledge.
- There are many examples of how we have enabled teaching and support staff to undertake courses of further study either through financial assistance or time off.

Safeguarding

Keeping our children and young people safe and secure is crucially important. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

It is important during the recruitment process that we ensure candidates support this commitment. We will ask all applicants to tell us in confidence about any criminal convictions they have and the successful candidate will also need to obtain an enhanced certificate from the Disclosure and Barring Service (DBS). This does not mean that you cannot work here if you have a criminal conviction as we will take into account factors such as the age of the conviction, its relevance to the job and any mitigating factors before making a decision.

However we are aware that not everyone who is a risk to children will have a criminal conviction and therefore you should expect at interview that we will explore any gaps in your employment record, your motivations for working with children and young people and your ability to keep them safe from harm. We will also check this information in any references we receive, one of which must be from your current or last employer.



Ofsted

We are very proud of the Ofsted Reports for all three schools

“They are rightly proud of their school. Behaviour is exemplary. Pupils who have previously found school difficult thrive and flourish here.” **Ofsted 2021 (WMS)**

“Pupils display excellent behaviour in lessons and at social times. Incidents of poor behaviour do occur occasionally but are addressed immediately. Pupils who struggle to meet the school’s high expectations are supported well. External speakers, small-group work and other interventions are used to help pupils get back on track. Leaders are inclusive and determined that every pupil can succeed at the school.” **Ofsted 2023 (SSMS)**

“Pupils say that they are very proud of their school. They struggle to think of anything they would want to improve about it”. **Ofsted 2019 (ACHS)**

For full reports visit <https://reports.ofsted.gov.uk>