

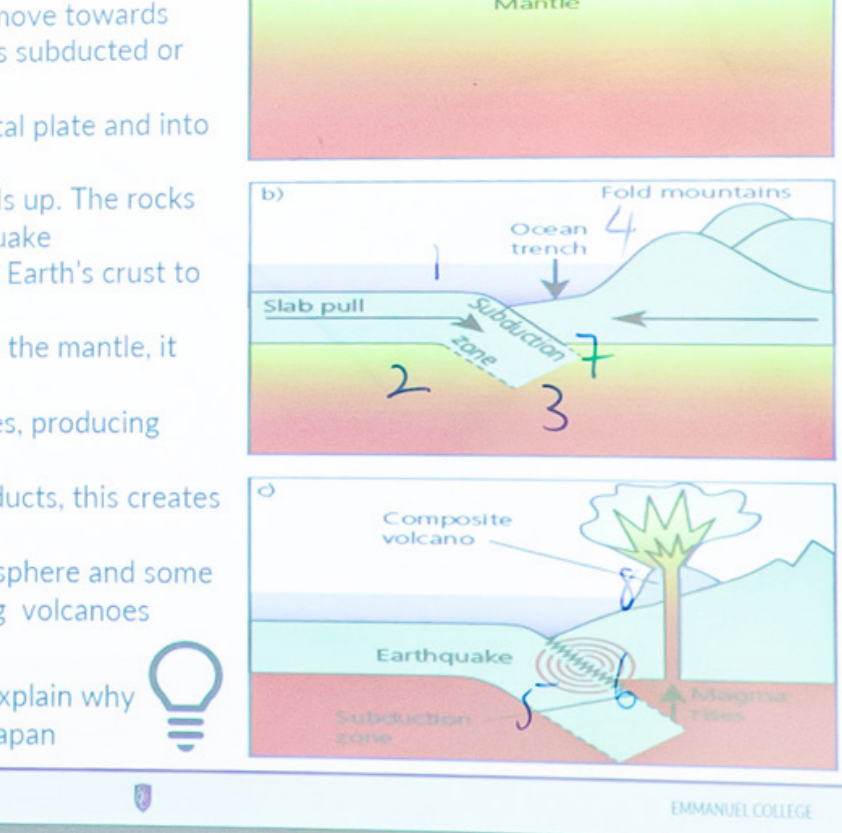


EMMANUEL COLLEGE

Emmanuel Schools Foundation

HR OFFICER

VALUED, CHALLENGED, INSPIRED



“WE OFFER OUR BEST TO EVERYONE AND EXPECT THE AMAZING BECAUSE WE BELIEVE IN THE INNATE POTENTIAL OF ALL PEOPLE”

WELCOME

Dear Applicant

I am delighted that you are interested in applying to be the HR Officer at Emmanuel College.

This is a dynamic and rewarding role supporting the school and senior leadership team to ensure good working practices and positive staff relations which support our mission to provide a Christian-ethos school of character for the whole community. The successful candidate will work closely with the Trust HR Manager to provide high quality HR operational support across the range of HR disciplines. This position is ideal for someone with prior experience in a similar role or a HR Administrator who is looking to take the next step to embrace greater responsibility.

We truly believe that Emmanuel College is a fantastic and exciting place to study as a student and work as a member of staff. We are looking for a candidate who believes that all students should receive exemplary holistic care that is the result of the successful partnership between students, teachers, support staff and parents.

Emmanuel College is an exceptional school, with excellent leadership, teaching and support for our students. As a Christian-ethos school of character for the whole community, everyone is welcome whatever their educational background and ability, faith position, social or ethnic background. Student behaviour is excellent and we put a great deal of emphasis on ensuring that staff can work in an environment where students want to learn. These high standards

are maintained because of a relentless commitment to expectations and routines.

As Principal, I am looking for staff who care deeply about securing the best life chances for the young people in our care. Whether standing at the front of the classroom or working behind the scenes in a support role, I value the contribution that you can make to the College and therefore I am also interested in learning about you as a person.

We believe that we are an outstanding school, not because of any external judgement, but because we have a deep and abiding commitment to do the best we can for the students, staff and leaders in our care. We want our College to be a place where staff come to work excited about the their day and looking forward to strengthening the relationships they have with colleagues as well as students.

If what you have read above excites you and aligns with your personal values, experience and ambitions, then you are probably the right person for this role and you will love working here.

Matthew Waterfield MA
Principal

MISSION

CHARACTER EDUCATION

We build good character. We learn about good character, why it matters and how to develop it.

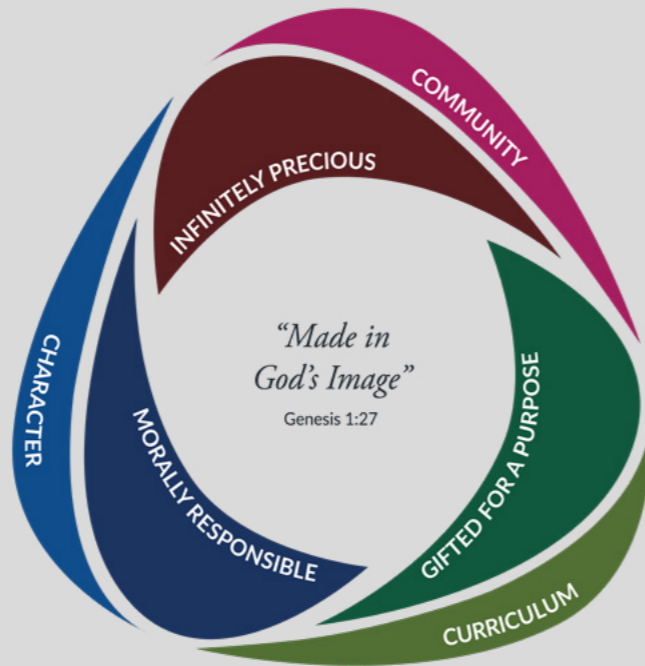
CURRICULUM EXCELLENCE

We are determined to achieve a personal best. We provide a broad ambitious curriculum that ensures excellent student learning, progress and future destinations.

COMMUNITY ENGAGEMENT

We serve with gratitude. We use our gifts to benefit the community and the environment.

OUR CORE VIRTUES



“
ALL PEOPLE ARE INFINITELY
PRECIOUS, MORALLY
RESPONSIBLE AND GIFTED
FOR A PURPOSE”



“
**SUPPORTING STUDENTS
AND STAFF TO BECOME
THE PERSON THEY HAVE
THE POTENTIAL TO BE”**

SUPPORT

We recognise that staff are our most important resource: they will have the biggest impact on the quality of education that our students receive. The Emmanuel staff body is an impressive group: well qualified, highly motivated and eminently hardworking. Colleagues are keen to continue developing their knowledge, skills and experiences and the College is committed to doing all it can to support them in these endeavours.

The professional development of staff is a priority for us. All colleagues have access to a well-structured and high-quality CPL-programme suited to their role and each member of staff has a line manager who is deeply interested in their wellbeing as well as their performance.

In addition to the normal remuneration package that includes a contributory pension scheme, company sick pay and maternity/paternity leave, Emmanuel staff enjoy a number of additional benefits. These include a daily lunch allowance, free use of our fitness suite, parking on the College grounds, as well as access to Care First, a free, independent and confidential resource available to employees that can help with all manner of needs.

There is a sense of real community amongst the Emmanuel staff body. Various social events sit alongside the long tradition of colleagues getting together after the College day to play football or netball – new players always hugely welcome!





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OPEN MINDS, A THIRST FOR
KNOWLEDGE AND INTELLECTUAL
ACADEMIC CURIOSITY”

ACADEMIC EXCELLENCE

The Emmanuel College curriculum is designed to engage all students, no matter their background, in a broad and balanced range of subjects. Highly effective teaching and learning principles share our practice and are embedded within every classroom.

Our curriculum enables students to:

1. acquire the knowledge and cultural capital they need to succeed in life;
2. cultivate strong character and the intellectual discipline to apply their learnt knowledge correctly.

Emmanuel College is committed, for all students, to:

1. have access to an ambitious, coherent, knowledge-rich curriculum that allows all students to acquire and apply knowledge;
2. experience a straightforward delivery of said curriculum, supported by effective sequencing of topics with long-term learning at its core;
3. engage in reliable assessments that accurately gauge students' progress through the curriculum and further embed knowledge.



THE PERSON

This is a demanding role where no two days are the same. The successful candidate will be a hands-on generalist with a proactive, pragmatic approach. Someone who is people oriented and results driven, able to multitask whilst maintaining mutually respectful and supportive relationships with colleagues.

The HR Officer is one of a team of HR Officers across our Emmanuel Schools Foundation reporting to a HR Manager, so you will not be working alone. Regular team meetings enable the officers to share best practices across the Trust as well as an opportunity to seek support on employee relation cases or other matters.

If this sounds like a challenge you would relish, then you are the sort of person that we are looking for.

There is no requirement that individual members of staff should be Christians, but it is essential however that all staff understand and enthusiastically support our mission, ethos and virtues.

If, prior to submitting your application, you wish to visit Emmanuel College to find out more about the role and the College, then you would be most welcome.

GENERAL
INTERERE

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WE BELIEVE IN EXCELLENCE IN CHARACTER DEVELOPMENT, LEARNING ACROSS THE CURRICULUM AND SERVICE TO OUR COMMUNITIES”





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**A PLACE WHERE EVERYONE IS
WELCOME AND SAFE”**

THE **ROLE**

Key Duties and Responsibilities

1. **Good Working Practices** promote our values and ensure we act in line with our ethos. The HR Officer will provide a professional, efficient, confidential and proactive HR support service and in particular:

- a. Ensuring a consistently high level of HR service throughout the Academy; providing appropriate advice to managers on employment matters and working with them to resolve employee issues in a timely and constructive manner – ensuring outcomes are communicated and recorded in an accurate and timely manner.
- b. Raising with the Principal (and other senior managers as appropriate) key people management and organisational issues.
- c. Support the application of the organisation's disciplinary, capability and grievance procedures as required including: the provision of HR support at formal HR meetings and preparing correspondence so that formal and informal processes are applied consistently and effectively.
- d. Help to bridge management-employee relations where required – acting as the first point of contact for employees in relation to employment policies. Oversee Employee Consultation Committee processes at school level, maintaining open lines of communication between the school and Foundation level committees.

2. Absence management

- a. Overseeing the delivery of effective practices to ensure staff wellness, fitness for work, and excellent levels of attendance.
- b. Maintaining the system for managing and improving staff attendance.
- c. Monitoring, analysing and reporting on staff sickness, and ensuring that effective processes in accordance with Foundation policy are correctly and effectively followed by staff and line managers to ensure improving attendance.
- d. Supporting line managers in taking appropriate preventative and reactive measures, in accordance with Foundation Policy to ensure that absence is minimised.
- e. Providing regular periodical management reports on absence statistics.

3. Recruitment and Safeguarding

- a. Ensuring Safer Recruitment procedures are followed and regulatory, legislative, compliance and statutory requirements are met.
- b. Ensuring that the Single Central Register is maintained and developed according to statutory DfE and Ofsted requirements, including new and existing DBS applications are managed in compliance with ESF policy and legislative requirements. Including agency staff, volunteers, contractors and governors, as well as employees.
- c. Administration of recruitment: identifying upcoming recruitment demands; advertising; facilitating paperless shortlisting; organisation of assessments and interviews; pre-employment risk assessment practices; preparation of offer or variation, letters and contracts of employment; reference requests; ensuring completion of all compliance checks and that the HR file is correctly signed off before the employment is confirmed.
- d. Ensuring new colleagues are kept up to date with arrangements for their new employment prior to starting.

THE ROLE

4. Administrative, Payroll and Systems:

- a. Ensure HR files are maintained in line with statutory requirements, in compliance with ESF document retention policies and according to best practice.
- b. Liaising with the Foundation's Payroll Team to ensure that relevant changes to staff pay and new starter information are communicated accurately and punctually. Checking and identifying anomalies and discrepancies before submission to the school's responsible person.
- c. Maintaining up to date HR information for all staff, including leavers.
- d. Maintaining the ESF's electronic HR records, ensuring that information held is accurate and up to date.
- e. Maintenance of training records, monitoring and reporting on the completion of statutory training.
- f. Work with the Data Team to support the submission of the annual School Workforce Census.
- g. Oversee the local administration and monitoring of benefits such as: long service awards, eye care vouchers.
- h. Monitor, track and report on the completion of probationary reviews (all staff) and annual performance reviews (support staff and middle/senior leaders).

5. Other:

- a. Be equipped to exercise considerable initiative with wisdom and minimum guidance in performing all duties of the post, seeking necessary professional advice where appropriate.
- b. Ensuring that health and safety, safeguarding and child protection requirements are observed at all times.
- c. Any other duties reasonably required as consistent with the position.



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GRADES ARE THE CURRENCY
WITH WHICH STUDENTS
BUY A BETTER FUTURE”

THE OPPORTUNITY

This is an exciting opportunity to join the school's support team and to be part of a wider network across the Emmanuel Schools Foundation.

PERSONAL SPECIFICATION

You will have:

- CIPD Qualified Level 5 or equivalent professional experience (E)
- A levels or equivalent (D)
- 5 GCSEs or equivalent Grade 5 or above (including Maths and English) (E)
- Proven work experience at HR Administrator level, in a fast-paced environment (E)
- Demonstrably strong knowledge and understanding of the basic and practical applications of English employment law in a range of employment scenarios (grievance, discipline, absence, recruitment and termination) (E)
- Numerate and literate; communicates clearly, concisely and accurately in both written and verbal communications (E)
- Strong IT skills including MS Office suite and HR Information systems (E)
- Enhanced DBS check (E)
- Eligibility to work in the UK (E)

PERSONAL ATTRIBUTES

The successful candidate will be:

- A hands on generalist with a pro-active, pragmatic approach (E)
- Aligned to our inclusive, future focused ethos (E)
- Takes account of demographic, social, economic, and political factors to inform approach (E)
- Committed to continual professional development (E)
- People oriented and results driven, able to develop and maintain mutually respectful and supportive relationships with colleagues (E)
- Self-motivated, resilient and tenacious (E)



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A PLACE WHERE ALL STUDENTS AND STAFF HAVE EQUALITY OF OPPORTUNITY AND SUPPORT”



APPLICATION DETAILS

Vacancy details:

Monday to Friday - 37.5 hours per week

SCP 18-23 (£30,972 - £33,818 per annum) dependent upon experience and qualifications

Whole year working - please note that this is not a term-time only position.

Local Government Pension Scheme.

Daily lunch allowance for the College restaurant during term time.

Deadline:

Closing date: **Thursday 13 February 2025 at 10am**

Interviews to be held early the following week.

How to apply:

Potential candidates are more than welcome to arrange a visit to the school. For further information, please visit www.emmanuelcollege.org.uk or call HR on 0191 461 4156 or email hr@emmanuelctc.org.uk. A CV may be submitted to supplement your application but will not be accepted in replacement of a completed application form.

[APPLY ONLINE HERE](#)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post will involve daily contact with children and is subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectation.



EMMANUEL COLLEGE

Emmanuel Schools Foundation

Principal **Matthew Waterfield MA**

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www.emmanuelcollege.org.uk



**EMMANUEL SCHOOLS
FOUNDATION**