



Human Resources Administrator Information Pack



'At The Bridge Academy, we believe that every child deserves the chance to succeed and we all work hard to make sure that happens'

| **Hard Work** | **Integrity** | **Kindness** |

CONTENTS

Letter from Mr C. Brown, Principal.....	3
The Bridge Academy Mission, Vision and Values	4
Safeguarding Children	5
Staff Rewards & Benefits	6
Job Description	9
Person Specification	12
Advert Information.....	13

Dear Applicant,

Our Academy is an academic, inclusive and inspirational environment where innovative thinking and creativity are encouraged and aspirations are raised.

Our core values of Hard Work, Integrity and Kindness underpin everything that we do, and from the moment our students arrive at The Bridge Academy we ask them to live these values 100% of the time. Our approach of high expectations, rigour and a relentless focus on success means that it is cool to be smart at Bridge and all students work hard to reach their full potential.

Our award-winning building is outstanding. We have state of the art facilities and a wide variety of community groups we work with benefit from this. We value our staff members and we offer a professionally stimulating and supportive working environment. We hold a strong commitment to professional development and our staff enjoy a range of rewards and benefits, as outlined from page 5.

Our sponsors UBS, a leading global financial services firm, has led the establishment of our school from the outset and they continue to support us significantly.

Thank you for your interest in this position and we look forward to receiving your application by **9:00am on Friday 10th December 2021**. The application documentation should be submitted to Priscilla Agyare, Human Resources Manager: Priscilla.agyare@bridgeacademy.hackney.sch.uk.

Yours faithfully,

A handwritten signature in black ink, appearing to be "C. Brown", with a long horizontal line extending to the right.

Mr C. Brown
Principal

THE BRIDGE ACADEMY MISSION, VISION AND VALUES

We are an Academy on a mission: to ensure that every student can succeed at a good university or equivalent, thrive in their chosen field and live a great life. This has led us to develop The Bridge Academy values to guide our decision making and set our expectations for both students and staff:

Hard Work

- We do what it takes for as long as it takes.
- We remain positive and never give up.
- We never stop trying to get better.

Integrity

- We do the right thing, even when no-one is watching.
- We are always honest and do not make excuses.
- We take responsibility and do our best every time.

Kindness

- We have high standards because we care.
- We treat others fairly and respectfully.
- Helping a member of our team is helping ourselves.

SAFEGUARDING CHILDREN

The Bridge Academy is committed to safeguarding and promoting the welfare of children. We expect all staff and to share this commitment, therefore all positions will involve a degree of responsibility for the safeguarding and welfare of children.

CVs will not be accepted in place of application forms and references will be sought for applicants at the short-listing stage.

All positions are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). At the short-listing stage applicants will need to complete a self-declaration form, providing details of any previous convictions and cautions, including those which would normally be considered "spent", except those that are classed as protected offences.

All appointments will be subject to the necessary safeguarding checks, which include:

- A satisfactory Enhanced DBS check (including a barred list information).
- Additional overseas checks where required.
- A fitness health questionnaire to verify the individual's mental and physical fitness to carry out their work responsibilities.
- Verification of the individual's right to work in the UK and professional qualifications as appropriate.
- A Prohibition Check for teaching staff.
- A section 128 direction check for individuals who will be undertaking management positions.

Please refer to further information on our safeguarding and child protection procedures via the following link: <https://www.bridgeacademy.hackney.sch.uk/Safeguarding/Safeguarding/index.asp>

STAFF REWARDS & BENEFITS

We believe that working at The Bridge Academy is different from working at other Academies - we are always prepared to go the extra mile for our students to succeed. Our Academy has many unique aspects and one of them is the degree to which we care for our staff. A snapshot of some of the particular rewards and benefits are outlined below.

Annual Salaries

We offer competitive salaries including recruitment & retention allowances, in some cases.

Annual Season Ticket Loans

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

Barbican Card

<http://www.barbican.org.uk/>

The Barbican card through UBS, is free for all staff members who request it. It provides a variety of benefits and discounts:

- Unlimited free access to Art Gallery exhibitions for all staff members and a guest
- 25% off standard price first run and regular release cinema tickets*
- 25% off selected theatre and music productions*
- 15% off food and drink at all Barbican restaurants, bars and cafes
- 15% off purchases at the Barbican shops
- Access to the Members Lounge with up to 3 guests (pre-booking recommended)

*Subject to availability. A maximum of 2 tickets can be purchased per booking.

Cycle Scheme and Green Commute Initiative

<http://www.cyclescheme.co.uk>

<https://www.greencommuteinitiative.uk/>

These bike schemes provide staff members with the opportunity to purchase a bike of their choice, tax free. This for most people means a saving of around 32-47% of the total cost. Payment(s) are deducted via payroll over a specific period.

Employee Assistance Programme

The Employee Assistance Programme, offered via UBS is a 24/7 confidential service giving all Bridge Academy employees access to a range of support from lawyers, health and wellbeing professionals,

financial and debt specialists and counsellors. This free service can be used to support you with any personal or work-related issues that may be affecting your wellbeing.

Mindfulness Programme

Headspace is a mindfulness programme offered by UBS to all Bridge staff. It is an app-based solution of guided techniques designed to help you find more balance, wind down after a long day and reduce stress levels. It also gives helpful advice on physical exercises and healthy living, improving your sleeping habits and increasing your energy levels overall.

Optical Expenses

A contribution up to the amount of £25 is paid on behalf of the Academy for staff who require an eye tests. A contribution of £60, is also available towards glasses, for staff who frequently use Display Screen Equipment (DSE) and require glasses solely for this use.

Work + Family Space Services (Sponsored by UBS)

This service provides practical support, resources and information to working parents and carers, in order to assist them in juggling the demands of work and family. This includes:

- Backup Care: staff can book nannies, nurseries, childminders and/or adult and eldercare specialists when and where they need them. Staff are eligible to receive 10 free sessions of back up care per year.
- Help for fathers: topical information and Q&A responses looking at work and family from a father's point of view
- Confidential expert advice over the phone for all work and family challenges.
- Access to a range of holiday clubs nationwide, ideal for filling in awkward care gaps during the school holidays.
- Access to blogs, insider guides and webinars which provide guidance on a wide range of topics.

Gift Vouchers for 100% Attendance

We really value the commitment of our staff members and as a token of this, each term staff who have achieved 100% attendance are included in a prize draw, offering them the prospect of winning vouchers from top stores.

Our Award Winning Building

The quality of the working environment at The Bridge Academy contributes to the positive working atmosphere. We offer our staff members state of the art facilities & fantastic resources at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London. Our facilities include the following:

Art Floor

- 3 designer classrooms
- A Kiln room

- An Art terrace affording views of London landmarks including the Olympic Park, Canary Wharf and the City and the BT Tower.

ICT suites

- 3 purpose built ICT suites, with retractable I-desks
- ICT facilities on all floors within the Academy

Music Facilities

- A large separate and dedicated, fully equipped music area, with three large classrooms and 12 practice rooms
- A separate music media suite, equipped with bespoke Mac desks and music keyboards
- Hi-tech recording studio

Performance Hall

- 370 seat auditorium with bleacher seating and a retracting dividing wall to create spaces on two levels.
- Cinema projection capability, instruments and AV lighting and sound systems.

Sixth Form

- A bespoke Sixth Form block
- Provides both Cisco training and Microsoft in-house

Sports Facilities

- A large sports hall, with a variety of sports resources
- Basketball facilities
- An Off-site Multi User Games Area (MUGA) and two Astro turf football pitches

Pension Scheme Contributions

We pay in a high percentage of monthly contributions for teaching staff (Teachers’ Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

Relocation Support for Teaching Staff

New appointees joining The Bridge Academy on an annual salary below £30,000 may be eligible for additional support towards relocating to London. Applicants whom wish to be considered, should provide an additional statement with their application form, confirming details of the proposed relocation. Relocation support is not mandatory and the decision to provide support will be based on the applicant meeting a set of criteria.

Social Events: Lively staff social events are organised during the year, to ensure that staff members get the opportunity to unwind and enjoy a well-deserved break from work.

JOB DESCRIPTION

Job Title:	Human Resources Administrator
Reporting to:	Human Resources Manager
Annual Salary Scale Point Range:	Point 23 - 27
Working Hours:	37.5 hours per week, 8:30am - 4:30pm. Flexibility required in relation to working hours during periods of recruitment, e.g. earlier start times and later end times as and when required. TOIL will be granted for any additional hours completed during these periods.
Date last reviewed:	23 rd November 2021

Job Purpose

- To undertake routine day to day duties, including data input, the processing of high volumes of paperwork, maintaining the HR system, employee records, and responding to enquiries from staff and external parties.
- To administer the recruitment and selection process.
- To provide high quality support to the Human Resources Manager.

Key Responsibilities

1. Recruitment and Selection

- Undertake the administration duties associated with the recruitment process, from the short listing to the interview stage. This includes contacting candidates, preparing and sending out interview letters requesting references, preparing interview schedules etc.
- Undertake the administration duties associated with the pre-employment checks process, at the appointment stage, e.g. collate and issue employment packs, send out online pre-employment details such as DBS applications and health questionnaires for completion, and process the documentation received from new starters.
- Undertake the administration necessary for agency workers, temporary staff, volunteers, e.g. request and process vetting forms, safeguarding letters and volunteer placement forms etc.
- Co-ordinate the induction process, by arranging induction schedules, creating induction packs and updating the relevant induction materials for new starters.
- Liaise with the IT Team to ensure that the username and passwords for new starters, together with ID cards are ready before the start date of new starters.
- Train staff on the HR Self Service system and hold refresher sessions as and when required.

2. Safeguarding /Single Central Record

- Process all of the safeguarding checks required, (e.g. barred list checks, DBS applications, overseas checks, prohibition checks, etc.), to ensure that the requirements laid out in the Keeping Children Safe in Education document and the Academy's Child Protection and Safeguarding policy are fully met.
- Ensure that the Academy complies with the safeguarding procedures in place for all external workers, by requesting and processing the relevant forms for supply teachers, individuals on work experience placements, temporary workers from other organisations etc.
- Ensure that all data received for new starters, is entered onto the Academy's Single Central Record spreadsheet accurately, and in a timely manner.

3. HR System and Employee Records

- Respond to queries regarding the HR system, including any technical issues.
- Ensure that all staff data on the HR system is up to date and easily accessible, e.g. personal details, annual salaries, sickness absence data etc.
- Ensure that all the data required for new starters is entered on the HR system for new starters and update employee data as and when required, including any other spreadsheets in use.
- Ensure all the School Work Force Census information related to new starter and leaver data is entered and readily available, for reporting purposes.
- Create personnel files for new starters and maintain employee files, ensuring that all the information is up to date.
- Ensure all files and electronic records, for leavers are archived.
- Ensure that all the paperwork within the HR department is destroyed in order to comply with General Data Protection Regulations (GDPR).

4. CPD, Probation and Performance Management

- Update and maintain the CPD spreadsheet for staff.
- Assist the HR Manager to compile, update and maintain all the paperwork for probationary reviews and performance management.

5. Payroll and Pension Administration

- Ensure that all payroll related information received is printed out and prepared in time for the completion of the payroll spreadsheet each month.
- Ensure that deductions to pay, due to staff sickness or other absences are included on the payroll spreadsheet each month.

- Collate the paperwork received for payroll each month and use this information to update the monthly payroll spreadsheet, for the HR Manager to check, update and amend where necessary.
- Submit the monthly payroll sheet to the Academy's payroll provider, using the secure online system once the Finance & Resources Director has authorised it.
- Raise invoices for existing staff who receive childcare vouchers on a monthly basis.
- Submit the relevant pension forms received from new starters and existing staff to the Academy's payroll provider, who are responsible for completing the appropriate forms on behalf of the HR department.

6. Other duties

- Complete general day to day administration duties as and when delegated by the HR Manager, and deputise in her absence as reasonably required.
- Keep the HR Manager updated on tasks due to be completed and negotiate on deadlines if required.
- Respond to general day to day queries from staff, attend meetings and take minutes of meetings.
- Ensure that all filing and photocopying is completed as and when required, distribute staff letters internally and externally, and sort incoming post addressed to HR.
- Carry out duties and responsibilities commensurate with the post necessary for the smooth running of the Academy as required by the Human Resources Manager and the Finance and Resources Director.

JOB SPECIFICATION

Qualifications and Experience

- Literate & numerate, GCSE Grade C English and Maths minimum.
- Educated to A level/degree level or equivalent (desirable).
- 1-3 years' administration experience in HR or a similar role, **within the educational sector.**

Knowledge, Skills and Abilities

- knowledge and understanding of recruitment and selection processes.
- Good knowledge of SIMs (management information system) and experience of using excel, databases and systems.
- Good communication and data input skills.
- Excellent attention to detail and methodical skills.
- Knowledge of payroll processes (desirable).
- Knowledge and understanding of safeguarding children within the educational sector.
- The ability to multi task and manage high volumes of paperwork, in order to ensure the smooth running of the HR department.
- The ability to plan ahead, use one's initiative in order to effectively support the HR Manager and ensure that one's area of work is managed efficiently.
- The ability to deputise and make sound decisions (as reasonably required), in the HR Manager's absence.

Personal Qualities and Characteristics

- Efficient, organised and flexible.
- Polite, courteous, friendly, a sense of humour and a warm approach to others.
- The desire to develop oneself within the role and demonstrate pro-activeness in regards to additional training needs.
- Able to maintain confidentiality and discretion at all times.
- Able to work under pressure, prioritise, manage time effectively and meet deadlines.
- Able to build and maintain excellent working relationships at all levels.

Human Resources Administrator

Job start:	Immediate
Annual Salary Point Range:	23 - 27
Annual Salary Range:	£27,175 - £30,375
Hours:	37.5 hours per week, 8:30am – 4:30pm, Mondays to Fridays
Contract Term:	Permanent

'The best school I've ever worked at: the culture, the staff and students, the training, everything!' (staff member)

'I was amazed at what a great atmosphere the school exuded, how well turned out the children were and how polite and bright they all seemed' (visitor)

The Bridge Academy is a truly exceptional school. Our students' progress is consistently excellent for GCSE and A level, and our superb personal development offer means that over the last three years we have been national debating champions, enjoyed a host of sporting successes and won both the Incorporated Society of Musicians Gold Award and the Hackney Mayor's award for music.

We are seeking to appoint an experienced HR Administrator who is totally aligned to our values of Hard Work, Integrity and Kindness, and completely committed to our mission: to ensure that every student will succeed at a good university or equivalent, thrive in their chosen field and live a great life.

The successful candidate will undertake a wide range of administrative tasks within the HR department and provide high quality support to the HR Manager. Ideally this role will suit an individual who enjoys day to day routine administrative tasks, and wants to remain within this specific area of work long term.

Do you have:

- 1-3 years' experience in HR administration or a similar role within the educational sector?
- The ability to effectively manage high volumes of paperwork?
- Good communication and data input skills?
- Excellent attention to detail and methodical skills?
- Proficiency in excel, databases and systems?

If you are up for the challenge, we would love to hear from you.

Our sponsors UBS provide significant support to the Academy, and we also work with a wide variety of community groups to ensure the best for all our students. Our award-winning building is outstanding and is based at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London.

To apply for this position, please download and complete the application form and the additional information and monitoring form. Please ensure that you read our school workforce privacy notice. The application documentation should be submitted to Priscilla Agyare, Human Resources Manager: Priscilla.agyare@bridgeacademy.hackney.sch.uk. **The deadline for applications is: 9:00am on Friday 10th December 2021. The interviews will take place in the following week and the successful candidate will need to be available for a handover period.**

The Bridge Academy is committed to safeguarding children and all appointments will be subject to receipt of a satisfactory Enhanced DBS check and references.