



## **CANDIDATE INFORMATION PACK**

**Human Resources Officer**



# CONTENTS



A Message from the Principal	Page 3
Skinner's' Academy History	Page 4
Skinner's' Academy Mission, Values and Specialism	Page 4
Staff Rewards and Benefits	Page 5
Job Description	Page 7
Person Specification	Page 10
Job Advertisement	Page 11

Dear Applicant,

**Our Vision:**

“Be the best you can.” This is what we ask of our pupils and our staff.

We are committed to providing the very best educational experience for our young people and invite applicants who share this commitment and want to be a part of our success story.

The Academy is on a journey from Good to Great and this has been confirmed by Ofsted in May 2022; “leaders and governors remain focused on doing the right things to improve the school further. They have developed an ambitious and clear long-term plan that outlines how they will reach their vision”. The recruitment of an experienced **Human Resources Officer** is crucial to the success of this journey.

**About You:**

- You can motivate and inspire pupils to build on their current achievements.
- You have excellent interpersonal skills and a commitment to collaborative working.
- You have the drive and energy to work to utilise your skills in innovative ways to benefit the Academy.
- You are committed to working in an inner city school and believe that such schools should provide the best possible environment for academic success and personal development.
- You are resilient and have a great sense of humour, as you never give up.

**About Us:**

- Reconfirmed as a ‘Good’ school by Ofsted in May 2022.
- We provide a world class education for boys and girls aged 11-19, in a modern state of the art building that opened in September 2010.
- We provide a welcoming, caring and stimulating environment with excellent teaching facilities.
- We have pupils who strive to maximise their achievement and are fully supported by parents who work with us in partnership.
- We have excellent transport links; 5 min walk from the bus stop or 7 min walk from Manor House tube station which serves the Piccadilly Line.
- We have a high-quality teaching staff fully committed to supporting pupil’s academic and personal development.
- We offer excellent opportunities for your own professional development
- We believe qualifications open doors but are only part of the story. All children deserve a full rounded education.

Thank you for your interest in our Academy. I look forward to receiving your application.

**Shereka James**  
**Principal of Skinners’ Academy**

# SKINNERS' ACADEMY HISTORY

Skinners' Academy, a school in the Woodberry Down (North Hackney) community for boys and girls aged 11-19, provides a world class education in a state-of-the-art building. The Academy opened in 2010 and is supported by the Skinners' Company, who is proud of the Academy being at the heart and hub of the local community.

The Academy provides a learning environment that is inspiring, exciting and motivating for every student. Therefore, with your contribution, we will challenge and support their paths to success.

Our "Be the best you can" ethos is applicable to both students and employees.

## OUR MISSION

### 'Be the best you can'

#### Our Mission:

The Principal and Governors at Skinners' Academy believe that all children will be the best they can by working in active partnership with the Academy to achieve excellence for themselves and the wider community. The Academy will provide the necessary prerequisite skills, knowledge and experiences for children to ensure they have the opportunities to succeed. Not only will our young people be successful and productive citizens but, they will be a source of influence in the society that they live in, ensuring that they make sustainable and authentic contributions for future generations.

#### Our Values:

- Be Curious** - We will ask the right questions, learn from others, and look for ways to work smarter.
- Be Cooperative** - We will work in partnership with others to achieve our goals.
- Be Determined** - We will see challenges as obstacles that we can overcome. We will not give up.
- Be Kind** - We will be generous with our time and resources; we will show empathy.
- Be Respectful** - We are committed to upholding the values of equality and inclusion. We will not tolerate prejudice in any form.
- Be Outstanding** - Exceptionally good; this is what we strive for 100% of the time.

#### Our Specialism:

In our commitment to ensuring that our young people are not only prepared for every step of their learning journey but that they also have the agency to influence their future, we believe that Enterprise forms a crucial role in realising this. As an Academy we will ensure that students understand the skills of Enterprise and that they can use these effectively to carve out their desired futures.

*"Enterprise is about motivating young people to learn and excel in their education and to see the relevance of their studies. It is more than the creation of entrepreneurs, it is about a can-do and positive attitude and equipping people with the confidence to develop ambitious career and vocational interests. Enterprise therefore supports the development of a wide range of work and professional skills and capabilities, including resilience, risk taking, creativity and innovation, as well as a self-belief that starting a business is a viable career choice and one of the most exciting and challenging things a person will ever do."*

- Lord Young 2014

# STAFF REWARDS AND BENEFITS

## 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.

## Cyclescheme

Skinners' Academy is a registered employer of the Cyclescheme which is the UK's most popular Cycle to Work benefit, providing staff members with the opportunity to purchase a bike of their choice, tax free. Staff can save 25-39% of the cost of a new bike and accessories whilst also spreading the cost. Payments are deducted via payroll over a term of 12 months.

CycleScheme has also launched the UK's first Cycle to Work scheme for City Bike Hire, which is perfect if you can't have a bike of your own or if you want a multi-modal commute.

City Bike Hire enables staff to save 32-42% on the cost of bike hire membership. Cyclescheme has partnered with Santander and Brompton, with more exciting partnerships coming soon.

## Discounted Mortgages for Teachers

Endorsed by the NEU, Teachers Building Society was established specifically to help teachers with smaller deposits buy their very first home. As the only building society dedicated to teacher lending, they not only reserve their best (cheapest) mortgage deals especially for teachers, but they also use their expert understanding of the education industry to make the home buying process as smooth and simple for teachers as possible. Buying a property with someone else? No problem, only one applicant needs to be a teacher.

## Electric Car Salary Sacrifice Scheme

Skinners' Academy has partnered with a leading company in the field, WeVee, who provide a scheme designed to save Academy staff money on the cost of a brand new car, whilst simultaneously cleaning up the air in the community and leading to a reduction in the carbon footprint, by helping you switch to electric.

By lowering your Income Tax and National Insurance payments, you can save you up to half your motoring costs and a designated Account Manager is available to provide answers to any bespoke queries you may have.

## Employee Assistance Programme

Our Employee Assistance Programme (EAP) is a package of emotional and practical support that provides the following:

- A range of counselling options including telephone, online or face-to-face sessions, and a mindfulness module.
- A dedicated coaching service for line managers, aimed at developing soft skills and building confidence for handling challenging situations.
- Financial, legal and practical support from qualified professionals on a range of personal issues.
- Access to online health and wellbeing resources and a specialist information service.

This free service is confidential and can be used to support staff with any personal or work-related issues that may be affecting their wellbeing.

### **Gift Vouchers for 100% Attendance**

We really value staff commitment to each working day and as a token of this, each term, staff members who have achieved 100% attendance participate in a prize draw, offering them the prospect of winning £100 worth of LOVE2SHOP vouchers which is accepted in over 20,000 stores, restaurants and attractions.

### **Local Café Discount**

One of our local cafés, [Drury Cafe N4](#) kindly offers all Skinners' Academy staff a 15% discount on food and drinks upon presentation of their staff ID card.

They are a casual café and restaurant serving Middle Eastern breakfast, brunch/lunch and dinner with an East London Twist.

### **London Borough of Hackney School Staff Offers**

All employees of London Borough of Hackney schools can register for the borough's savings and discounts scheme where employees can enjoy 100's of offers on big name brands such as BT Broadband and supermarket digital gift cards. Employees can register for free using their school email address and Scheme ID Number.

### **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.

### **Running Club**

Skinners' Running Club gives staff the opportunity to get active and join other runners within the Academy along a route which passes a climbing castle and sailing club, with beautiful views. All staff are welcome to join in, every Tuesday after the Academy day.



### **Social Events**

The Skinners' Social Committee helps to connect staff during this challenging time by organising lively staff social events to ensure that staff get the opportunity to unwind and enjoy a well-deserved break from work.

### **Staff Wellbeing**

Regular guided mindfulness meditation takes place remotely via the Skinners' Academy All Staff Wellbeing Channel in MS Teams.

Regular Wellbeing Audits occur throughout the year, followed by a Wellbeing Action Plan, giving opportunities for staff, students and parents to suggest strategies that would positively impact wellbeing.

We encourage a culture of celebrating each other. 'Staff Shout Outs' can be sent via a link for members of staff to nominate a colleague they particularly want to celebrate each week.

### **Techscheme**

The Techscheme is powered by Apple and Currys PC World and lets staff members choose from over 5,000 tech products, from tablets televisions, fitness trackers and phones, to games consoles and kitchen appliances. Staff can spread the cost from their salary via a salary sacrifice across 12 months and make a National Insurance saving of up to 12%.

## JOB DESCRIPTION

<b>Post:</b>	Human Resources Officer
<b>Grade:</b>	Scale 6 (Spine Point Range 26 - 28) £30,327 - £32,107 FTE <b>£27,761 - £29,390 pro rata</b>
<b>Hours:</b>	Full time, 36 hours per week Term time plus 2 weeks (41 weeks per year) (by agreement with the Principal)
<b>Responsible to:</b>	Human Resources Manager

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### Job Summary

To support the HR Manager in the provision of a high quality, efficient and effective HR service. This is a people management focused role where you will take responsibility for providing a day to day confidential and professional HR administration service within the Academy.

### Main Activities and Responsibilities

The duties outlined in this job may be modified by the Principal, to reflect or anticipate changes in the job, commensurate with the salary and job title.

#### 1. Recruitment and Selection

- Co-ordinate the recruitment processes across the Academy, including writing and posting adverts and information packs, scheduling and booking interviews, tracking application forms, liaising with candidates and producing interview day packs.
- Make any necessary arrangements for candidates and support the interview day.
- Understand and apply Keeping Children Safe in Education guidelines in all aspects of the recruitment process.
- Ensure the Academy's website provides accurate information on Academy vacancies and that relevant documents on the vacancies page are up to date by liaising with the Marketing Manager.
- Process staff appointment documentation for successful candidates, including offer letters, contracts of employment and all pre-employment checks, including DBS and reference checks in accordance with safer recruitment procedures.
- Liaise with agencies and book staff as needed once confirmed with the Principal.
- Provide HR reports to the Principal on new starters and leavers, and ensure that salary statements are sent to all employees.
- Co-ordinate and oversee the staff induction process and ensure that it is effectively managed and to provide induction packs.

#### 2. Employee Relations, Policies and Procedures

- Provide generalist first line HR advice to line managers to ensure compliance with employment legislation as well as a positive employee relations climate.
- Provide day-to-day support and advice to employees in all HR matters.
- Support with the co-ordination of employee relations casework, e.g. note taking at grievance and disciplinary meetings, arranging absence and capability meetings etc.

- Assist senior leadership with employee welfare initiatives.
- Assist the Cover & Data Manager in the co-ordination of the Academy's School Workforce Census annual return.
- Monitor, manage and report on staff sickness absence, and keep accurate records and documentation.

### **3. Compliance**

- Support the HR Manager in ensuring the Single Central Record is kept up to date at all times.
- Ensure that all other employee records in the Academy's database (SIMS/HR System) are accurate and updated when required.
- Ensure InVentry system is up to date with staff working patterns and relevant reports generated in order to monitor staff punctuality and attendance.
- Assist in co-ordination of the performance development (PD) process, ensuring that line managers complete performance development meetings and paperwork on time.
- Take responsibility for ensuring that the probation process is managed effectively including the issuing of confirmation letters once probationary reviews have been undertaken by line managers.
- Ensure compliance with GDPR and Data Protection.

### **4. Operational HR**

- Deal with incoming email, post and other paperwork.
- Maintain an accurate and up-to-date paper and electronic filing system for personnel records.
- Answer and deal with day to day enquiries (both internal and external) in a timely and efficient manner.
- Process staff changes and staff leaving documentation and arrange exit interviews.
- Produce a range of HR letters and correspondence (e.g. variation to contract letters, maternity /paternity and holiday entitlement).
- Take accurate minutes of formal meetings.
- Ensure InVentry system is up to date with staff working patterns and relevant reports generated in order to monitor staff punctuality and attendance.
- General filing and timely shredding of HR documentation.
- To undertake any additional duties required by the HR Manager as appropriate.

### **5. Payroll**

- Ensure that regular, consistent and timely information and instruction of payroll changes is shared with the Finance department, including pension starters forms for new staff.
- Provide administrative support to the annual salary review process.
- Escalate pay queries to HR Manager.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. They may be required to do other duties appropriate to the level of the role, as directed by the Principal.

### **Key Organisational Objectives**

The Postholder will contribute to the Academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation

- At all times operating within the Academy's Equalities policies, demonstrating commitment and contribution to improving standards for students as appropriate
- Attend Governing Body and staff meetings
- Participate in staff training and development
- Develop links with Governors, LEAs and neighbouring schools/Academies
- Adopting Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for young people
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy

### **Conditions of Service**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Governing Body.

### **Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

This post allows substantial access to children, candidates are required to comply with Academy procedures in relation to DBS checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Academy to ascertain details from the Disclosure and Barring Service (DBS) regarding any convictions against them and, as appropriate the nature of such convictions.

### **Equal Opportunities**

The postholder will be expected to carry out all duties in the context of and in compliance with the Academy Equalities Policies.

## Person Specification

**Job Title:** Human Resources Officer

	Essential	Desirable
<b>Qualifications/Experience</b>		
CIPD Qualification Level 3 or 5	✓	
Educated to degree level or equivalent	✓	
Qualifications or proven experience in using Microsoft Office	✓	
Experience of administering the HR function of a school/Academy		✓
Experience of using SIMS	✓	
Ability to use IT effectively	✓	
Use IT as a management tool		✓
Experience of working in a HR department	✓	
Experience of staff supervision and working with the public	✓	
Experience of working in a school/Academy environment		✓
<b>Skills</b>		
Must be highly organised	✓	
Must be well presented	✓	
Excellent verbal and written communication skills	✓	
Excellent numeracy and literacy skills	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Attention to detail	✓	
Self-motivated and capable of working with minimum direction	✓	
Commitment to personal career development	✓	
Commitment to delivery of excellent work to our Academy	✓	
Innovative thinker	✓	
Ability to handle confidential information with complete discretion	✓	
An understanding of the main issues in Health and Safety and a willingness to undertake any training that may be required		✓
Initiative, maturity, flexibility, efficiency, resilience and the ability to learn	✓	
<b>Knowledge and Understanding</b>		
An understanding of People Management issues	✓	
Ability to communicate effectively with staff, students, Governors, members of the community and business organisations, and maintain good working relationships	✓	

# Human Resources Officer

**Salary: Scale 6, Spine Point Range 26 - 28**  
**£30,327 - £32,107 FTE (£27,761 - £29,390 pro rata)**

**Contract Type: Permanent, Term Time + 2 Weeks**  
**Required: September 2023**  
**Location: North Hackney**

We are seeking to appoint a highly efficient and experienced Human Resources Officer to take responsibility for providing a day to day confidential and professional HR administration service within the Academy.

## Our Vision:

“Be the best you can.” This is what we ask of our pupils and our staff.

We are committed to providing the very best educational experience for our young people and invite applicants who share this commitment and want to be a part of our success story. We believe in the power a community can have and so intentionally have developed a strong Academy community of dedicated and friendly support staff to inspire our pupils.

The Academy is on a journey from Good to Great and this has been confirmed by Ofsted in May 2022; “leaders and governors remain focused on doing the right things to improve the school further. They have developed an ambitious and clear long-term plan that outlines how they will reach their vision”. The recruitment of an enthusiastic and committed **Human Resources Officer** is crucial to the success of this journey.

## About Us:

- Reconfirmed as a ‘Good’ school by Ofsted in May 2022.
- We provide a world class education for boys and girls aged 11-19, in a modern state of the art building that opened in September 2010.
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- We have a high-quality teaching staff fully committed to supporting pupil’s academic and personal development.
- We offer excellent opportunities for your own professional development.
- We believe qualifications open doors but are only part of the story. All children deserve a full rounded education.

## How to Apply:

Please send a completed application form and monitoring form to: [recruitment@skinnersacademy.org.uk](mailto:recruitment@skinnersacademy.org.uk).  
Please note that we do not accept CVs.

**The closing date for applications is 9am on Friday 28<sup>th</sup> July 2023.**  
**Interviews will be held on Wednesday 2<sup>nd</sup> August 2023.**

Skinners’ Academy is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. An enhanced criminal record check via the Disclosure & Barring Service (DBS) will be undertaken for the successful candidate, including a check of the DBS Children's Barred List. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with the DBS and at least two satisfactory references.

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.