

## JOB DESCRIPTION TEMPLATE

*The Special Partnership Trust: An ambitious, inspirational partnership of outstanding learning.*

<b>Job Title:</b>	Trust HR Co-ordinator
<b>Salary/Range:</b>	£30,964 FTE per annum, (Dependant on skills and experience) (Support Staff Group 5)
<b>Hours:</b>	37.5 hrs per week Full time – 52 weeks
<b>Base:</b>	SPT Office, Truro. Will be required to travel to schools within the Trust across Cornwall, Devon and Torbay. Occasional home-working options available.
<b>Responsible to:</b>	Tracey Allen, Workforce Development Manager
<b>Direct Supervisory Responsibility for:</b>	N/A

<b>Main Purpose of Job:</b>
<ul style="list-style-type: none"> <li>• The HR Coordinator is responsible for monitoring the fundamental HR administrative tasks supporting the Trust office, our HR Partners and schools as required.</li> <li>• With advice/support from our HR Partner, support the recruitment and onboarding processes across the Trust and schools, ensuring compliance with regulations and procedures, particularly with regard to safer recruitment.</li> <li>• Provide administrative support to our HR Partner in relation to OH referrals and/or employee relations cases, providing/collating documents and information as required for hearings/meetings.</li> <li>• Maintain regular and effective communications with a wide range of applicants, colleagues, suppliers and outside agencies, maintaining confidentiality at all times.</li> <li>• Engage with some aspects of data management, advice and payroll administration activities and respond to queries as required.</li> <li>• Liaise with Recruitment Agencies with regard to Trust-wide SLA/Preferred supplier rates to ensure value for money is maintained.</li> </ul>

<b>Main Duties and Responsibilities:</b>
<ul style="list-style-type: none"> <li>• Coordinate the recruitment activities within the Trust team, and assist with recruitment tasks as required; including drafting and placing adverts, ensuring all appropriate documents are collated, accurate and uploaded on the appropriate platforms, references are sought and checked in line with Safer Recruitment</li> <li>• Organise and maintain physical (and digital) copies of employee personnel records for the Trust Central Team, ensuring information is accurate and held securely at all times</li> <li>• Progress all associated onboarding activities for members recruited into the central team, in a well-managed and accurate manner to deliver an exceptional first-day experience</li> <li>• Support the development of a dynamic recruitment process and development of a Trust-wide Recruitment Pack/Brochure</li> <li>• Support schools by ensuring there is a bank of templates/letters for schools to access that are easy to use and accurate</li> </ul>

- Liaise with our HR and Legal partners to ensure our suite of HR policies are updated to reflect any changes in employment law/legislation. Working with the Leadership & Governance Manager with regard to the policy review dates/approval process
- Update and maintain documents on the Trust wide admin drive to ensure they are accurate and up to date (ie. Updating contract templates, job descriptions/person specs with salary information following pay review process)
- Administratively support the annual pay review process, creating, updating and distributing pay award letters for different staff groups
- Complete ID checks and submit online DBS checks for the Central Trust Team, Trustees and Members.
- Maintain the Trust Central Team's Single Central Record (SCR), ensuring accuracy and compliance at all times
- Provide low level advice in relation to general terms and conditions queries or complaints, with support from our HR Partners
- Support and coordinate Trust-wide employee satisfaction surveys, working with the Workforce Development Manager and outside partners as required
- Maintain accurate GDPR compliant records for all Central Trust Team staff in accordance with Data Protection
- Collate data from HR systems for use with routine or ad-hoc enquiries or reports
- Provide support to schools to ensure that all absences are correctly recorded across the Trust and absence procedures are followed consistently in all schools
- Support Workforce Development Manager to embed people strategy activities and on Trust-wide projects and policy work as required
- Support schools to conduct exit interviews if/when required and collate Exit Interview Forms submitted by schools, providing an overview of leaving reasons
- From time to time, the postholder may be required to support the Headteachers/School Admin Managers, with absence management, probation tracking/administration and appointment scheduling
- From time to time, the postholder may be required to support the Workforce Development Manager with absence analysis and employee benefits administration for starters and leavers

#### General/Other:

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the pupils within the Trust at all times
- To act as a valued Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as required

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

#### Skills:

The suitable candidate must have:

- Relevant HR and Recruitment experience, and/or a keen interest in developing a career in HR.
- Strong communication and organisational capabilities.
- Solid IT skills, and good working knowledge of MS Office and SharePoint.
- Be comfortable working in an office environment and managing a variety of tasks.
- Understand the importance of working with confidential information.
- Have a passion for education and be eager to contribute to the success of our growing Trust.

### Personal Qualities:

- Approachable, professional, and adaptable to the varying needs of our schools and Trust.
- Self-driven and motivated, committed and ambitious.
- Flexible and resilient, in order to adapt to changing situations and remain calm under pressure.
- Proactive and solution focused.

### Company Description/Overview:

We are a specialist educational Trust on a journey to raise the bar and set new standards for Special Educational Needs (SEN) throughout the South West.

The Trust was founded in 2016 and is now made up of ten schools and ARBs. Unlike other trusts, we are purely made up of SEN schools and ARBs. This puts us in a unique position to do things differently. We realised early on in our journey that there wasn't a one-size-fits-all approach. So we developed a philosophy that places our young people front and centre. Every decision we take is based on meeting the needs of our young people and helping them succeed. And when we say 'succeed' we don't just mean academically.

When you work with us you'll be joining a specialist educational trust on a journey to raise the bar and set new standards for Special Educational Needs (SEN) throughout the UK.

We are not afraid to do things differently and we never settle for ordinary. We aspire to be the best in everything that we do. We provide our young people with the highest quality education, give them access to the best opportunities available to them, and take pride in giving them a sense of self-worth and purpose - built on a foundation of resilience and independence.

Through collaboration, co-operation, and creativity - underpinned by an ethos built on inclusivity, empowerment, and transparency - we aim to inspire every single young person (as well as their families and our staff) to be the very best versions of themselves they possibly can. We do this through an ambitious, specialist curriculum that goes beyond school life and focuses on living as well as learning.

We step outside the comfort zone when it's needed, we care more than people think is needed or necessary, and we genuinely want to improve the lives and experiences of our learners. We dare to be different, we have courage in our convictions, and we strive every single day to draw the best out of everything and everyone in our community.

#### **We are...**

**Ambitious.** We believe in setting new standards and consistently raising them through the quality of our work and approach.

**Aspirational.** We dream big and are brave enough to act on our aspirations. Invested. We care. It's easy to say but, for us, it flows through every part of the Trust. We're invested in improving the lives of our young people both now and into the future.

**Purposeful.** We don't do things for the sake of doing them. We're driven by our purpose and committed to turning our vision into a reality.

**Genuine.** Honesty, transparency, and authenticity are what all our work is built on. Inclusive. Every single voice matters. Everyone can have ideas, express views, and be heard.

**Energetic.** We make SEN exciting. We're the go-getters and the trend-setters. We're not bound by convention and infuse our energy and passion through everything we do.

**Specialist.** We are a specialist trust and this gives us a unique and unprecedented insight into the needs of our young people and their families.

<b>Person Specification:</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
<b>Education and Training</b>	<p>Minimum of 5 GCSE's (grade C or 4 or above), including English and Maths</p> <p>Proficient IT competency including using MS Office suite (Excel, PowerPoint, Word etc)</p> <p>Interest in a career in HR/Recruitment</p>	<p>Level 3 CIPD</p> <p>Basic understanding of safeguarding in education settings</p>	Application form
<b>Skills and Experience</b>	<p>Experience of working in a recruitment or equivalent highly confidential environment</p> <p>Able to provide information, support, advice and guidance to a wide range of customers</p>	<p>Prior experience of working in a generalist HR environment or recruitment role</p> <p>Experience of using Arbor</p> <p>Experience of SharePoint and Office 365</p>	Application/Interview
<b>Specialist Knowledge and Skills</b>	<p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>		Application/Interview
<b>Behaviours, Values and Personal Qualities</b>	<p>Excellent customer service skills</p> <p>Ability to be proactive and use initiative</p> <p>Effective communication skills, in order to deal tactfully and sensitively with people at all levels</p>	<p>Able to work with limited supervision</p> <p>Able to re-prioritise work with minimum warning</p>	Application/Interview

	<p>Proven planning, organisation and time management skills</p> <p>Ability to establish and maintain good working relationships with a wide range of people</p> <p>Excellent attention to detail and accuracy Effective management of multiple tasks with competing deadlines</p>		
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<b>Special Conditions related to the post</b>
<p><b><i>The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.</i></b></p> <p>Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:</p> <ul style="list-style-type: none"> <li>• Enhanced Disclosure &amp; Barring Service (DBS) Certificate with barred list information</li> <li>• Receipt of two satisfactory employer references one of which must be from your current or most recent employer</li> <li>• Satisfactory verification of relevant qualifications</li> <li>• Satisfactory health check</li> </ul> <p>All new employees will be required to undertake mandatory training required by the Trust.</p>

<b>How to apply:</b>	<p>To download an application pack or apply online please visit: <a href="http://www.specialpartnership.org">www.specialpartnership.org</a> Please complete an application form in full and return to: <b>Tracey Allen, Workforce Development Manager, (<a href="mailto:tallen@specialpartnership.org">tallen@specialpartnership.org</a>)</b> Please note that we do not accept CVs.</p>
<b>Closing date:</b>	<p>The closing date for this position is: Sunday 19<sup>th</sup> January 2025. If you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.</p>

**Our Trust is committed to providing employee benefits that motivate and reward our employees.**

**Our benefits include:**

- A competitive salary
- Eligibility to join the Local Government Pension Scheme/Teachers Pension Scheme
- 29 days annual leave per year (pro rata), **plus** bank holidays
- Extra Special Rewards Portal, providing staff with discounts, special offers and cash back opportunities
- Employee Assistance Programme providing a support network, advice and guidance 24/7
- Simply Health Optimise Health Plan – helping staff claim money back towards the cost of healthcare treatments and providing access to counselling services/health checks and wellbeing tools via an App
- Occupational Health support and access to Thrive, (NHS approved mental wellbeing app)
- Cycle to Work Scheme

- Long Service Awards
- Family Friendly policies/Flexible working
- Continued Professional Development support and apprenticeship opportunities.

To find out further information please visit the Trust/Schools website at [www.specialpartnership.org](http://www.specialpartnership.org)