



BICESTER LEARNING ACADEMY

APPOINTMENT OF HUMAN RESOURCES OFFICER

37 hours per week, 52 weeks per year

This is a fixed-term position to cover a secondment





THE VACANCY

An exciting opportunity has arisen for a **Human Resources Officer** to join Bicester Learning Academy. This is a full-time, fixed-term position until March 2019 to cover a secondment.

The successful candidate will provide a professional human resources service for the Bicester Learning Academy Trust, and will need:

- a good general education
- a good working knowledge of employment law and appropriate legislation
- previous experience of working in an HR environment and providing generalist HR advice
- an understanding of data protection and confidentiality.

This is a grade 7 position with a starting salary of £21,074 per annum. The position is based primarily at The Cooper School, but the post-holder will be expected to regularly work across all of the academy trust's sites.

For an informal discussion of the post please contact:

Mrs Mary Kelly
Acting Human Resources Manager
Tel: (01869) 362697
Email: mkelly@thecooperschool.co.uk

Further details and an application form are available on the School's website: www.bicesterlearningacademy.co.uk or please contact:

Human Resources
Tel: (01869) 362697
Email: recruitment@thecooperschool.co.uk

Closing date for applications: Monday 4th June 2018, 9am

Interviews will take place on: Friday 8th June 2018

Bicester Learning Academy is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with Section 115 of the Police Act 1997.

Details of the Academy's policies relating to the Employment of Ex-Offenders and the Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Certificates and Disclosure information are included within this recruitment pack.





JOB DESCRIPTION

Job description for:	Human Resources Officer
Grade:	7
Working hours per week:	37
Working weeks per year:	52 weeks
Permanent/Temporary:	Fixed term to cover a secondment
Principal place(s) of work:	The Cooper School but the post holder will be expected to work flexibly across all of the academy trust's sites
Immediate line manager:	Human Resources Manager
Staff managed:	None
Job Purpose:	To provide a professional human resources service for the Bicester Learning Academy Trust

Main Duties/Responsibilities:

1. Human Resources

- To assist the Human Resources Manager in providing HR support to the Academy.
- To be the first point of contact for all human resources queries, providing information and advice where possible and referring to the Human Resources Manager or relevant person as required.
- Support the Human Resources Manager and complete delegated tasks, including responding to queries, providing information to employees, maintaining accurate employee records and all administration required by the department.
- To act as an advisor for all employee issues from an early/informal HR stage.



2. Payroll

- To assist the Human Resources Manager during the payroll process including all administration needs.
- To input all academy payroll data on a monthly basis into SAP for processing by an external provider
- To monitor and reconcile HR staffing and payroll reports

3. Academy

- To assist the Human Resources Manager to provide detailed analysis and evaluation of data and produce detailed reports and other information as required.
- To assist the Human Resources Manager with the Workforce Census as required by the Department for Education.
- To undertake Safer Recruitment training (and refresher training as required)
- To support the Human Resources Manager with the recruitment and selection of all academy staff, including the development of job descriptions and person specifications, advertising all vacancies and participating in shortlisting and interview panels as required.
- To maintain the Single Central Record for The Bicester Learning Academy

4. Additional duties

- To be aware of their responsibilities for health and safety for themselves and others
- A commitment to safeguarding the welfare of children

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Bicester Learning Academy is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with section 115 of the Police Act.



PERSON SPECIFICATION

Specification	Essential criteria	Desirable criteria
Education/Training	A good general education	CIPD Intermediate-level qualification Member of the CIPD (Associate level and above)
Relevant knowledge and experience	Good working knowledge of employment law and appropriate legislation Previous experience of working in an HR environment and providing generalist HR advice An understanding of data protection and confidentiality	Previous experience of working in a school environment Previous experience of handling complex employee relations issues
Relevant skills/aptitudes	Excellent written and verbal communication skills Able to work effectively in a team and use own initiative Excellent administration skills Good IT skills, including Microsoft Word and Excel Ability to record and analyse data using a range of information systems. High attention to detail and able to work to a high level of accuracy. Ability to work under pressure and meet deadlines	



APPLICATION PROCESS

Please fill in the application form according to the instructions on the first page of the form.

Curriculum Vitae (CVs) will not be accepted without an application form. The form should be fully completed, accurate and clearly legible.


recruitment@thecooperschool.co.uk

or by post to:

Human Resources
Bicester Learning Academy
The Cooper School
Churchill Road
Bicester
Oxfordshire
OX26 4RS





	Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Service certificates and Disclosure Information at Bicester Learning Academy			Written By: E Le Brun
	Applicable to: ALL STAFF	Accountable Officer: B J Baxter I Elkington	Date Adopted: July 2014	Date To Be Reviewed: July 2017 (Every 3 Years)

General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Bicester Learning Academy complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.


Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested the position for which the certificate was requested, the unique reference number of the certificates and details of the recruitment decision taken.

uCheck acting as an Umbrella Body

uCheck acts as an Umbrella Body on behalf of Bicester Learning Academy (an Umbrella Body being a Registered Body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations). A copy of uCheck's Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure Certificates and Disclosure Information is available on request.



	Policy statement on the recruitment of ex-offenders to a post within Bicester Learning Academy			Written By: E Le Brun
	Applicable to: ALL STAFF	Accountable Officer: B J Baxter I Elkington	Date Adopted: July 2014	Date To Be Reviewed: July 2017 (Every 3 Years)

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Bicester Learning Academy complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subjects of a DBS check on the basis of a conviction or other information revealed.

Bicester Learning Academy is committed to the fair treatment of its students, staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This written policy on the recruitment of ex-offenders is made available to all disclosure applicants at the outset of the recruitment process through inclusion on The Cooper School and Glory Farm Primary School websites. The policy is also sent to applicants with the DBS application pack after acceptance.

We actively promote equality of opportunity for all with the right mix of talents, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A disclosure is always requested for those who are offered a post within Bicester Learning Academy. Disclosures will also be requested for all members of the Governing Body of Bicester Learning Academy Trust, and for all volunteers where applicable. Where a job is advertised by Bicester Learning Academy, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of an individual being offered the position.

As a disclosure is to form part of the recruitment process, Bicester Learning Academy encourages all applicants for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the Human Resources Manager for Bicester Learning Academy, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Posts within Bicester Learning Academy are exempt from the Rehabilitation of Offenders Act, 1974. This means that the Academy can ask questions about your entire criminal record, including unspent and spent convictions, cautions and bind overs.

Bicester Learning Academy will ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. It will also ensure that these members of staff have received appropriate guidance and training in relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, Bicester Learning Academy will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Bicester Learning Academy has a policy on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information, and a copy of this policy is available on request.