

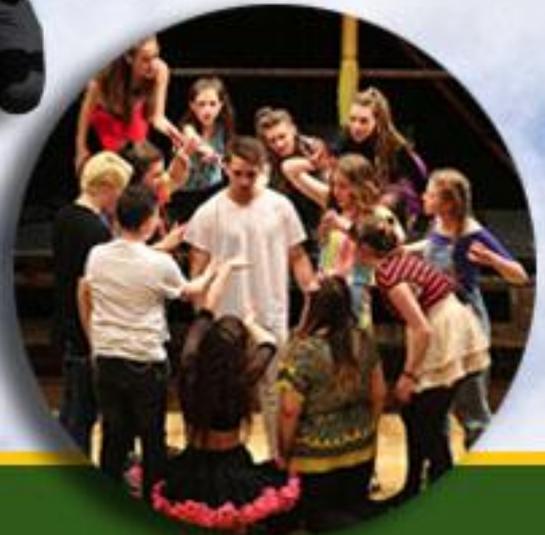


# BICESTER LEARNING ACADEMY

## APPOINTMENT OF HUMAN RESOURCES MANAGER

37 hours per week, 52 weeks per year

This is a fixed-term position to cover maternity leave





## THE VACANCY

An exciting opportunity has arisen for a **Human Resources Manager** to join Bicester Learning Academy from May 2018. This is a full-time, fixed-term position until March 2019 to cover maternity leave.

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

- a good general education
- to hold a CIPD Advanced-level qualification
- to have membership of the CIPD at Associate level or above
- to have a good working knowledge of employment law and appropriate legislation
- to have substantial experience of working in an HR environment and providing generalist HR advice and of handling complex employee relations issues

This is a grade 11 position with a starting salary of £32,486 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 Emma Le Brun-Hayward  
Human Resources Manager  
Tel: (01869) 362697  
Email: [elebrun-hayward@thecooperschool.co.uk](mailto:elebrun-hayward@thecooperschool.co.uk)

Further details and an application form are available on the School's website:

[www.bicesterlearningacademy.co.uk](http://www.bicesterlearningacademy.co.uk)

or please contact:

Human Resources

Tel: (01869) 362697

Email: [recruitment@thecooperschool.co.uk](mailto:recruitment@thecooperschool.co.uk)

**Closing date for applications: Friday 16 February 2018**

**Interview date: Friday 23 February 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

<b>Job description for:</b>	Human Resources Manager
<b>Grade:</b>	11
<b>Working hours per week:</b>	37
<b>Working weeks per year:</b>	52 weeks
<b>Permanent/Temporary:</b>	Fixed term to cover maternity leave
<b>Principal place(s) of work:</b>	The Cooper School but the post holder will be expected to work flexibly across all of the academy trust's sites
<b>Immediate line manager:</b>	Director of Business and Finance
<b>Staff managed:</b>	Human Resources Officer
<b>Job Purpose:</b>	To provide a professional human resources service for the Bicester Learning Academy Trust

### Main Duties/Responsibilities:

#### 1. Human Resources

- To manage the Human Resources department including project planning, policy writing and implementation and advising the Academy on all HR matters.
- To line manage the Human Resources Officer including delegation of daily tasks and performance management.
- To work with senior managers and advise on all people issues across the academy.
- To maintain accurate academy employee records.
- To undertake the administration for new starters, contractual changes and leavers within the academy.
- To manage the induction and probationary processes for support staff
- To monitor, review and update all human resources policies in line with current legislation and best practice.
- To work in partnership with academy line managers on performance management, resourcing, staff management and development.
- To deal with complex disciplinary, grievance, capability, sickness absence and other employee relations issues.



## **2. Payroll**

- To manage the payroll process including administration, implementation and submitting monthly.
- To advise on pay and other remuneration issues, including promotion and benefits.

## **3. Academy**

- To provide detailed analysis and evaluation of data and produce detailed reports and other information as required.
- To assist with the planning, monitoring and evaluation of budget.
- To complete the Workforce Census as required by the Department for Education.
- To undertake Safer Recruitment training (and refresher training as required)
- To assist with marketing and promotion of the academy as required.
- Undertake any other duties commensurate with the grade and level of responsibility for this post, for which the post holder has the necessary experience and/or training.

## **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
<b>Education/Training</b>	<p>A good general education</p> <p>CIPD Advanced-level qualification</p> <p>Membership of the CIPD at Associate level or above</p>	
<b>Relevant knowledge and experience</b>	<p>Good working knowledge of employment law and appropriate legislation</p> <p>Substantive experience of working in an HR environment and providing generalist HR advice</p> <p>Previous experience of handling complex employee relations issues</p> <p>An understanding of data protection and confidentiality</p>	<p>Previous experience of working in a school/academy or for a multi-academy trust</p>
<b>Relevant skills/aptitudes</b>	<p>Excellent written and verbal communication skills</p> <p>To be able to work effectively in a team and use own initiative</p> <p>Excellent administration skills</p> <p>Good IT skills, including Microsoft Word and Excel</p> <p>The ability to record and analyse data using a range of information systems.</p> <p>High attention to detail and able to work to a high level of accuracy.</p> <p>The ability to work under pressure and meet deadlines</p>	



## 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](mailto:recruitment@thecooperschool.co.uk)

or by post to:

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





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



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

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.