

TRINITY
CHURCH OF ENGLAND
HIGH SCHOOL



Trinity CE High School Information Pack



CONTENTS

- Welcome Letter from the Head
- Background Information
- Job Description & Person Specification
- Our candidate Offer and Expectations
- DBS Information Sheet
- Application and Selection Process
- Data Protection Statement

TRINITY CHURCH OF ENGLAND HIGH SCHOOL

"Faith in the City, Value in People, Excellence in Education"

Higher Cambridge Street, Manchester, M15 6HP

Tel: 0161 212 1900 Fax: 0161 227 9691

Email: recruitment@trinityhigh.com Web: www.trinityhigh.com

HEAD: Julian Nicholls, BSc MA



May 2023

Dear Applicant

Vacancy for the Role of HR Administrator

Thank you for your interest in the above position at our school. This pack contains information about the school – its ethos and values, its background and its current position and aspirations, and about the job – our expectations of the successful candidate and a job description. It also includes a DBS information sheet, information about the application and selection process, and our Data Protection responsibilities.

Support staff at Trinity play an important and integral part in the school's life. This is a permanent, full-time position, working all year round, 5 days/35 hours per week. The working hours are 07:30-15:00. The salary is Grade 4, Points 7-11, with an annual starting salary of £22,369.

When completing the application form please provide full details of your qualifications, employment (paid or voluntary) and the interests and skills that you have that would equip you to undertake this role. Please also outline any experience (paid or voluntary) you have of working in a school and ensure that you provide information to illustrate how you meet the points outlined in the Person Specification, in '*what we want from you*' and in the main tasks of the job description. Please ensure that you provide a continuous list of your work history, explaining any gaps or breaks if necessary.

The closing date for applications is **09:00 on Wednesday 17 May**, with interviews scheduled for **Thursday 25 May**.

Trinity Church of England High School is committed to the protection and safety of its pupils and operates a Safer Recruitment policy. An appointment will be subject to an enhanced Disclosure and Barring Service check.

If after reading all of the contents of this pack you wish to apply for the post advertised then I would like to take this opportunity to thank you for your application and your investment of time and, whatever the outcome, I wish you well in the future.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Julian Nicholls'.

Julian Nicholls
Head



Trinity Church of England High School was opened in 1984 with the foundation motto of *“Faith in the City, Value in People, Excellence in Education”*.



Today, over thirty-five years on, Trinity is an outstanding place of learning, promoting the education of students in a community which is positively Christian but welcomes the children of parents of other faiths.

Trinity quickly established itself as a popular school serving the City of Manchester and districts beyond. Its teachers, support staff and students

worked to create a school with a distinctive atmosphere, both demanding and caring, which reflects the hopes that parents have for their children. This outlook contributed towards the genuine sense of partnership between home and school and has, in turn, helped to provide feelings of security, structure, happiness and well-being.

Located adjacent to Manchester University, Manchester Metropolitan University, Manchester Museum, the Science Park and the Royal Northern College of Music, we are easily accessible from all parts of the city and are close to the many amenities of the city centre. We make good use of our proximity to both universities, theatres, galleries, museum, the RNCM, the Aquatics Centre and Sports City.



The school’s excellent sports facilities comprise a sports hall, fitness suite, gymnasium, dance studio, full-size floodlit artificial pitch and floodlit 3G multi-sport courts. The sports centre assists our links with the community.



School departments are well resourced, and this has enabled us to combine the best of tradition with innovative practice. We seek to develop a breadth of experience so that, for example, our science, technology and mathematics are well balanced by artistic, linguistic, aesthetic, creative, moral and spiritual activities. Special attention is paid to developing the capacity of students to study independently and co-operatively.

Students joining Trinity from primary school are admitted from various religious traditions in given proportions in order to maintain the

Christian character and Anglican distinctiveness of the school. At the same time, we encourage and promote a tolerant understanding of different religious beliefs and cultures.

Trinity's most recent full Ofsted Inspection took place in January 2014, and we were judged to be *'Outstanding'* in all categories and *'Outstanding for overall effectiveness'*. The most recent National Society (Anglican) Inspection, in June 2016, assessed Trinity *'Outstanding'* in every category and *'Outstanding'* overall.



In 2010, Trinity benefited from a £21.5 million Wave 4 BSF Buildings & ICT Investment, which comprised an 80% rebuild and 15% modernisation. Work was completed in the summer of 2011 and the new school was formally opened by the Archbishop of York in September 2011. We became a convertor academy the following year.

In 2016, governors invested in opening a brand new Trinity Sixth Form Centre with a capacity of 270 students, taking the school student population up to 1500. Following the opening of the Sixth Form, we had a one day OFSTED inspection in October 2017, and we received confirmation that the school continues to be 'outstanding', including the Sixth Form.

Most recently, in 2021, governors gave permission to use Trinity's reserves to fund a much needed



6 classroom extension in order to ensure we had adequate high-quality multi-purpose teaching rooms. The extension to the main teaching block will complete in May 2022.

In conclusion, our overall aim is *"To provide a Christian environment in which young people are safe, secure, cared for and happy, and are able to develop into articulate, confident and well qualified citizens of the world."*

Julian Nicholls, Head
School Year 2022-23

Job Description for the Post of: HR Administrator

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To

To be responsible to the Head via the HR Manager.

Main Purpose of Job

To provide an efficient and effective support role to the HR Manager, assisting with all aspects of the School's HR function, and providing some reception duties.

Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To provide a professional HR administration service.
3. To be a key member of the recruitment team, supporting the HR Manager with recruitment tasks such as invitations to interviews, candidate schedules, requesting references, carrying out pre-employment checks (DBS, Right to Work, etc), and organising induction information.
4. To update the school's Single Central Record and maintain accurate staff information records.
5. In all aspects of the role, to respect the confidential and sensitive nature of the work.
6. To manage the staff portal (EveryHR) for induction, compliance, absence and performance.
7. To organise essential training (safeguarding, computer security, etc) for new staff and ensure refresher training is kept up to date for current staff, maintaining an ongoing and accessible log of this.
8. To ensure compliance with data management processes and data protection requirements, managing the archiving and data destruction process in a timely manner.
9. To assist with the sourcing, booking and organisation of events as required, ensuring they run smoothly and efficiently and appropriate information, facilities and refreshments are provided.

10. To deal proactively with incoming and outgoing communications (email, phone, letters, etc) including sending standard responses, drafting letters and emails, answering phone calls and passing on messages, ensuring appropriate and timely responses to all communications.
11. To undertake reception duties in the morning and provide cover on a rota as needed.
12. To ensure all visitors receive an efficient, professional, approachable and welcoming service.
13. To prepare, edit and process documents, reports and presentation materials to a high standard, and to agreed timescales, using appropriate software packages.
14. To support a service-oriented 'can-do' approach and a culture of support within the administrative team.
15. To take part in a rota to cover the main reception during school holidays.
16. To provide general administrative support as required, for example addressing envelopes, making up information packs and helping administrative colleagues during busy periods.
17. To undertake other duties as required in line with the grade and responsibilities of the post.

2022-2023

Person Specification for the Post of: **HR Administrator**

Attributes	Requirements	Essential	Desirable
Qualifications & Training	Good numeracy and literacy skills, at least equivalent to RQF Level 2	✓	
	CIPD Level 3 qualification or higher		✓
	Right to work in the UK	✓	
Experience	Evidence of ability to work flexibly and support colleagues	✓	
	Experience of working effectively in a busy environment, prioritising own workload and dealing with competing priorities and deadlines	✓	
	Knowledge and experience of using Microsoft Office systems	✓	
	Experience of working in a busy office	✓	
	Experience of working in an educational setting		✓
	Knowledge and understanding of data protection issues and legislation	✓	
	Knowledge and experience of SIMS or similar MIS	✓	
Personal & Professional Skills & Attributes	A well organised and efficient approach to routine tasks, with excellent time management skills, ensuring systems are in place to meet deadlines	✓	
	Resilient, with a flexible and adaptable manner	✓	
	Ability to ensure a high standard of work in terms of presentation, accuracy and layout, with effective written communication skills	✓	
	A warm and welcoming personality, ideally with experience of reception duties	✓	
	Ability to remain calm and helpful under pressure, dealing skilfully with unanticipated situations and always ensuring a professional response	✓	
	An understanding of the need to maintain confidentiality	✓	
	A good sense of humour with the ability to demonstrate commitment, drive and enthusiasm	✓	
	Ability to work effectively as a member of a team, establishing positive relationships with colleagues and asking for help when needed, as well as the ability to work unsupervised utilising their own initiative	✓	
	An enquiring mind, interested in researching new systems, more efficient ways of working, etc	✓	
	Willingness to work flexibly if needed		✓
	Ability to negotiate to get best value when booking events, training, etc		✓
	Supportive of the school's excellent staff attendance and punctuality record	✓	
	Honesty and integrity	✓	
Other	Commitment to equality of opportunity and the safeguarding and welfare of all students	✓	
	Committed to promoting the ethos of the school	✓	
	Set a good example in terms of dress, punctuality and attendance	✓	
	Evidence of and commitment to own Continuing Professional Development and progression	✓	
	Willingness to undertake training	✓	
	This post is subject to an enhanced Disclosure and Barring Service check	✓	

HR Administrator



Contract term: Permanent

Contract type: Full-Time, All Year Round

Salary: Grade 4, Points 7-11, with a starting salary of £22,369

This is a great opportunity to come and join our friendly and supportive staff team and work in our highly rated secondary school in central Manchester. We are looking for an organised and efficient person to provide HR support to the HR Manager and the School's HR function, alongside some reception duties.

WHAT WE CAN OFFER YOU:

- The opportunity to join our Outstanding school of 1500 students aged 11-18, supported by a hugely talented, hard-working staff team;
- Excellent facilities in new and refurbished buildings;
- Enrolment in the Local Government Pension Scheme;
- Free parking and use of the school Fitness Suite;
- Holiday entitlement of 25 days plus bank holidays, rising to 30 days after 5 years' service;
- Cycle to Work Scheme in operation;
- Access to Health Assured's 24/7 Employee Assistance Programme;
- Staff Wellbeing Fund for initiatives, activities and social events that support staff mental and physical health;
- We are a socially inclusive and equal opportunities school and committed to and actively promote equal opportunities for all our students and staff.

WHAT WE WANT FROM YOU:

- Well organised and efficient approach to routine tasks, with excellent time management skills, ensuring systems are in place to meet deadlines;
- Good communication skills with the ability to work well within a team, yet able to demonstrate an ability to work unsupervised utilising their own initiative;
- Numeracy and literacy skills at least equivalent to RQF Level 2;
- CIPD Level 3 Qualification or higher is desirable but not essential;
- Good ICT skills, particularly with MS Office applications;
- Experience of working in a busy environment with competing priorities and deadlines, ideally in an educational setting and with experience of using EveryHR and SIMS;
- Ability to remain calm and helpful under pressure, dealing skilfully with unanticipated situations and ensuring a professional response at all times;
- Supportive of the school's excellent staff attendance and punctuality record, which in turn supports student attainment.

Please note that training will be provided on safeguarding and school specific IT applications.

The closing date for applications is **09:00 on Wednesday 17 May**. Interviews will be held on Thursday 25 May. CVs **will not** be considered. For further details and to download an application pack, please visit www.trinityhigh.com/vacancies

Trinity CE High School is committed to safeguarding and protecting the welfare of young people and expects all staff to share this commitment. The school operates a Safer Recruitment policy. The successful applicant will be subject to appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.

Trinity CE High School Safer Recruitment Procedure



Trinity CE High School is committed to safeguarding and promoting the welfare of all students. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure

Level of Disclosure Required: **ENHANCED**

This post is classified as having substantial access to children and so is exempt from the Rehabilitation of Offenders Act (ROA) 1974. Shortlisted applicants will be sent a form to complete and required to declare:

- All unspent convictions and conditional cautions;
- All spent convictions and adult cautions that are not protected (ie that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). For further information on filtering please refer to Nacro guidance and the guidance published by the Ministry of Justice (see, in particular, the section titled 'Exceptions Order').

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. The Governing Body is an equal opportunities employer and is committed to eliminating prejudice in employment. A person's criminal record will not in itself debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for;
- The seriousness of any offence revealed;
- Your age at the time of the offence(s);
- The length of time since the offence(s) occurred;
- Whether the applicant has a pattern of offending behaviour;
- The circumstances surrounding the offence(s), and the explanation(s) provided;
- Whether your circumstances have changed since the offending behaviour.

If you are shortlisted to attend for interview you will be asked to complete a confidential Criminal Records Declaration Form, which you will send to the HR Manager. The information disclosed on the form will not be kept with your application form during the application process. The information will only be seen by those who need to see it as part of the recruitment process.

It is important that applicants understand that deliberate attempts to conceal the information requested in the confidential form could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing criminal records can be obtained from Nacro's Criminal Record Support Service.

All applicants who are offered employment will be subject to a criminal record check, and a check will be made with the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Any information will be treated with the strictest confidence and you will only be prevented from obtaining employment if it is considered that you have a criminal record that makes you unsuitable for the post in question. *This information is sent out with application packs for all posts.*

A form similar to this will be sent to shortlisted candidates prior to interview:

Criminal Record Declaration Form (Exempt Positions)	
If you are unsure about how to answer the questions on this form, please contact Nacro's Criminal Record Support Service on 0300 123 1999 or helpline@nacros.org.uk . All enquiries to this service are confidential. You will not be asked for any personal details, unless you want information or advice sent to you.	
Surname:	First name:
1. Do you have any unspent convictions or conditional cautions? YES <input type="checkbox"/> NO <input type="checkbox"/>	
2. Do you have any spent adult cautions (simple or conditional) or convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)? YES <input type="checkbox"/> NO <input type="checkbox"/>	
If you have answered YES to either question, you now have two options for disclosing your criminal record: Option 1: You can disclose your criminal record on a separate sheet, if you mark a cross (X) on the line below and attach the details in an envelope stapled to this Form. The envelope should be marked CONFIDENTIAL and state your name and details of the post. I have attached details of my conviction separately _____ (please mark with an X if appropriate.) Option 2: Please provide details in the space below.	
DECLARATION I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Trinity CE High School. Signed: _____ Date: _____	

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information. Referees will be asked about whether the applicant has been the subject of any safeguarding concerns, so referees should be a senior person with the appropriate authority.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to a further six months). The probation period is a trial period, to enable us to assess an employee's suitability for the job for which they have been employed. It provides us with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

Our Recruitment Process

At Trinity we are committed to promoting a diverse and inclusive community and we reject any form of harassment, discrimination or victimisation. We are committed to providing equal opportunity in recruitment and employment to all individuals. We will consider candidates without regard to race, ethnicity, gender, religion, sexual orientation and identity, national origin, age, military or veteran status, disability or any other legally protected status; and without discrimination based on socioeconomic, marital, parental or caregiving status, or any of the previously listed characteristics or statuses.

We want to provide a positive experience at interview and want our recruitment process to set up candidates for success.

The Application Process

The school's policy is that we do not organise tours of the school pre-application/interview, in case it disadvantages those candidates who do not have the same opportunity to visit. If called for interview all candidates are given a tour of the school by a senior member of staff. We hope you understand our position and that this does not put you off submitting an application.

To apply for this position please go to the advertisement for this post on the Tes website and complete all fields on the online application form prior to the deadline. If you require an application form, please contact recruitment@trinityhigh.com.

Please ensure that the form is completed by the closing time & date of **09:00 on Wednesday 17 May**. Interviews are scheduled for Thursday 25 May.

Unfortunately, due to the large number of applications that we receive, we are unable to respond to unsuccessful applicants. Feedback is only provided to shortlisted candidates who attend for interview.

Candidates who are shortlisted will be contacted to inform them that they have been selected and to confirm their availability to attend for interview. This will be via the Tes Portal in the first instance, followed by email and/or phone-call, so please ensure that your details are correct and provided in full on your online application.

On confirmation of attendance, candidates will be informed of the relevant information needed to prepare for a skills test and/or interview, depending on the post they have applied for.

The Interview Process

On confirmation of your attendance, you will be emailed information regarding the arrangements for the day, such as time of arrival and information about the format for the process.

Candidates are asked to bring relevant qualification certificates, plus photographic ID and DBS certificate (if they have one). These are checked by HR on arrival at reception.

Following the lesson or test, the recruitment and selection panel will analyse the results, and further shortlisting may take place prior to the interviews.

Trinity Church of England High School is committed to the protection and safety of its pupils. An appointment will be subject to an enhanced Disclosure & Barring check.

Data Protection Statement

Information that you provide for the purpose of your application will be used as part of the recruitment process. Any data supplied will be held securely and access restricted to those involved in dealing with your application and the recruitment and selection process.

Once this process is completed, the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record.

All processing of personal data by the school is undertaken in accordance with the principles of the General Data Protection Regulation 2016.

