



Job Application Pack

# Djanogly Learning Trust

## HR Assistant Apprentice

37 hours per week, term time only + 2 weeks – fixed term for the duration of the apprenticeship

Salary: Apprentice Scale - £9,995 per annum (FTE £11,250 per annum)

**Closing Date: 9am Monday 1 November 2021**

**Interview Date: Week commencing 8 November 2021**

**Successful candidate will also undertake a CIPD Level 3 or 5 qualification**

## Welcome from the Chief Exec



Dear Candidate

Thank you for showing an interest in joining our team at Djanogly Learning Trust. We have a simple shared mission here at Djanogly – to make a difference to the lives of our children and their families.

Children at our established academies are leaving well prepared for the next stage in their learning. End of key stage achievements are in line, above or rapidly catching up with national averages. Children make great progress in our academies, both in terms of academic achievement and in their development as future citizens. Our children are engaged and keen to learn, they are polite and supportive towards each other. Visitors to our academies always comment on the warm welcome and the calm atmosphere.

Where newer academies have joined our Djanogly family it's because they share our commitment to our children and communities as well as our drive to be the best we can be.

As professionals, we know that this doesn't happen by accident. We are committed to providing high quality support to all our staff, whatever their role. Our continuous professional development strategy is called 'Journey to Excellence' and through this, we ensure that everyone has opportunities that are unique to them.

A recent Ofsted at one of our primary schools states:

*"The journey to excellence ethos permeates all aspects of the school...Staff are extremely positive about this approach and said that it helped them to improve"*

This is a tremendous opportunity to make a difference and to be part of a dynamic and innovative staff team. We look forward to receiving your application and working with you on your own professional journey to excellence.

Best regards



Liz Anderson  
CEO  
Djanogly Learning Trust

## Application Details

### HR Assistant Apprenticeship

Djanogly Learning Trust is an innovative trust. Keeping excellence and our core objective, of serving our communities, at the centre of everything we do. We are an enthusiastic HR Assistant Apprentice who is keen to develop into a successful HR professional. The role is an apprenticeship and will require the successful candidate to complete a CIPD qualification.

This is a great opportunity for an individual who is seeking the next step or first step in their HR career; we want to support a ambitious and motivated person seeking to continue their studies and enhance their professional practice. The role is based at our secondary school, Djanogly City Academy which has sites on Gregory Boulevard and Sherwood Rise.

At Djanogly we are committed to a great pension package, an excellent company paid healthcare scheme and employee engagement. For more information about why working for us will be the best next step you take [use the link here](#) to visit our website.

Further details, person specification and qualifications required to date can be found in the job pack. Everyone in the Trust is committed to our Journey to Excellence and this is an exciting opportunity to join us on that journey.

### How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Hayley Wheat, which clearly demonstrates your suitability for this role. Applications can be submitted via email to [h.wheat@djanogly.org](mailto:h.wheat@djanogly.org) with "HR Assistant Apprentice" in the subject line, or by post, for the attention of Hayley Wheat, to the following address:

Djanogly Learning Trust  
Sherwood Rise,  
New Basford  
Nottingham  
NG7 7AR

### Application forms

This job pack can be found electronically at <https://www.djanogly.org/working-for-us/>. Wherever possible, please provide email addresses for your referees.

### Closing Date

Please ensure your application form arrives by, **9am, Monday 1 November 2021**

### Interview

Interviews for the role will take place week commencing, **8 November 2021**

**General Data Protection Regulation**

Our privacy notice can be found at [www.djanogly.org/privacy-notice](http://www.djanogly.org/privacy-notice).

**Safeguarding and Child Protection**

Djanogly Learning Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. All new staff with the Trust will be subject to an enhanced DBS check and all other safeguarding requirements in accordance with DfE legislation.

Senior leaders are all accredited Designated Safeguarding Leads who staff should refer any safeguarding concerns to straight away. All members of staff will receive training in line with our Safeguarding and Child Protection Policy.

**Equal Opportunities**

Djanogly Learning Trust welcomes enquiries from everyone and values diversity in our workplace. A commitment to promoting diversity and developing a workplace environment where all staff are treated with dignity and respect is central to our recruitment process.

## Djanogly Learning Trust Job Description

### Djanogly Learning Trust Vision

We believe that every child has the right to an education that gives them the best opportunity to succeed and prosper. We know that this takes great people, hard work and attention to detail. This is a considerable responsibility and we take it very seriously. Everyone within our trust is fully committed to learning. Our ethos is to be innovative in order to improve, to develop resilience in order to face challenges, and to strive for excellence in everything we do.

<b>Job title</b>	HR Assistant Apprentice
<b>Hours and weeks</b>	37 hours per week, 41 weeks per year, term time only + 2 weeks

### Djanogly Values

Employees who demonstrate a commitment to our core values of Excellence, Resilience and Innovation will:

- Embody the belief that every child has the right to an excellent education and constantly strive to give every child the best opportunity to succeed and prosper through their contribution to the Trust
- Recognise and demonstrate the importance of working hard, showing resilience and paying close attention to detail to ensure every child achieves their best.
- Strive for excellence by demonstrating a commitment to innovation, engaging in CPD and constantly striving to improve provision and outcomes for pupils.

### Djanogly Behaviours

Employees will demonstrate their professionalism and promote a positive culture by:

- Behaving in a professional manner at all times
- Developing professional working relationships with all colleagues and stakeholders, showing understanding and mutual respect in all aspects of their role
- Taking personal responsibility by paying attention to the small things to intercept issues before they become a larger problem
- Resolving any issues in a professional, calm manner, seeking support where necessary and always demonstrating kindness and respect for others
- Starting and ending the day with the same emotional constancy with every interaction.

### **Job Purpose:**

Under the direction of the HR Officers, to provide an effective administrative support to the Human Resources function of the Trust, ensuring that records are maintained and processes are followed in a timely and accurate manner.

### **Job Responsibilities:**

- Provide a professional response to telephone, email and face to face queries, referring matters on as necessary to the appropriate team members.
- Provide a comprehensive administrative support to all recruitment and interview processes, including the co-ordination of shortlisting and interview packs, preparation of interview programmes, assisting with the arrangements for interviews and obtaining references prior to interview.
- Support the necessary administrative tasks following the appointment of new employees, including the creation of personnel files and conducting and recording pre-employment checks.
- Assist with the administrative processes during annual PMR's and new staff probation periods.
- Assist in the drafting of Contracts of Employment, variation letters and any other written correspondence to staff.
- Assist in the maintenance of the Trust's HR database, iTrent, to ensure staff records are accurate e.g. updating contract details
- Assist in the maintenance of personnel files and records to ensure they are kept in a comprehensive and accurate manner, whilst observing statutory GDPR requirements.
- Assist with any payroll matters as directed by the HR Officers
- Provide administrative support to the wider work of the HR Team, including project work and adhoc pieces of work as directed by the Head of HR/ HR Officers.
- Ensuring our customers in the academies are treated in accordance with positive HR standards and the provision of an approachable and open service to staff.

### **Djanogly Learning Trust General Requirements:**

1. It is a requirement of all posts within the Trust that Health and Safety requirements are upheld in the performance of duties.
2. All employees of the Trust are required to uphold the Equality and Diversity Policy and the Trust's Code of Conduct.
3. All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies.

This job description is not a complete description of the role, as you are required to undertake any other reasonable duties within the level of responsibility and grading of the post as directed by the academy leadership team.

## Person Specification – HR Assistant Apprentice

In order to be considered for interview all essential criteria must be met.

REQUIREMENT	Essential	Desirable
<b>Experience and Education</b>		
A minimum of 5 GCSEs including English and Maths at Grade C or equivalent	*	
Clear commitment to continuous professional development to develop own skills and experience.		*
Administration or customer service experience	*	
Experience of using Microsoft Office in a school or work environment	*	
<b>Knowledge and understanding</b>		
Knowledge of current GDPR legislation		*
Knowledge of the academy education sector		*
Understanding the importance of working to deadlines	*	
Understanding of HR's role in a business		*
<b>Skills and abilities</b>		
Good organisational skills	*	
Attention to detail	*	
Good numerical skills	*	
Ability to multi-task and prioritise in a busy environment	*	
Good memory		*
Team player and hands on to support colleagues as needed	*	
Good IT skills	*	
Good communicator	*	
A positive and flexible approach, open to challenges	*	
Sensitivity, flexibility and a sense of humour		*
<b>Equal Opportunities</b>		
Commitment to equal opportunities and diversity in the performance of duties	*	





## Overview of the Trust

Djanogly Learning Trust is a dynamic Multi Academy Trust based in the East Midlands. Our Trust group is committed to providing high quality education for all our children, regardless of their backgrounds. Our track record demonstrates our ability to deliver on our core purpose; achievement for every child. Our portfolio of schools serve a range of communities, all have their challenges but all are fully inclusive and firmly believe that where a child starts out in life should not determine what they can achieve in their lives.

Our values are central to the strong, positive ethos that we share throughout our family of schools. This approach focusses on securing success for all our learners and providing them with the very best life opportunities. We believe nothing is more important than making a difference for our children. We are proud to bear the name of our founding sponsor Sir Harry Djanogly. Sir Harry is a great supporter of education and the arts, his textile business was based in the East Midlands and he remains committed to the region despite now living in the capital.

### **Our Vision and Ethos**

We believe that every child has the right to an education that gives them the best opportunity to succeed and prosper. We know that this takes great people, hard work and attention to detail. This is a considerable responsibility and we take it very seriously. Everyone within our trust is fully committed to learning. Our ethos is to be innovative in order to improve, to develop resilience in order to face challenges, and to strive for excellence in everything we do.

### **Innovation**

We believe it's vital to look for new and creative approaches in order to maintain our ongoing commitment to improving our teaching and learning provision. We strive tirelessly to achieve the best, are not afraid to take risks and are never complacent. All of our staff are actively encouraged to look for improved ways of working and to promote an atmosphere of trust.

### **Resilience**

We believe it's crucial for both children and adults to develop a strong sense of self in order to succeed in challenging times. Our mission is to ensure that our children and staff have the independence to work things out for themselves, the confidence to ask for help when they need it and the courage to never give up.

### **Excellence**

We believe that everyone deserves to experience excellence. Our organisation is ambitious and we endeavour to support all our children and staff to reach their full potential. We commit to delivering high quality professional support at all levels as part of our journey to excellence. By providing this excellence in teaching and learning, we ensure that all our children have the necessary knowledge and skills to succeed.

### **Achievement**

Learning is at the very heart of everything we do. We believe that academic success provides the foundation that allows all children the opportunities to make the most of their lives and the opportunities available to them.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and we constantly strive to provide every child with the very best educational experiences.

Should a child require additional support, a range of services are available to ensure every child's success, whatever their individual educational needs.

### Djanogly City Academy



Originally one of the first City Technology Colleges in the country, DCA is a 7-form entry secondary school in Nottingham. It is based across two sites 5 minutes apart; Sherwood Rise site for years 7 and 11 and Gregory Boulevard site in Hyson Green for years 8-9-10. We plan to extend our post-16 provision from September 2023. Judged 'Good' by Ofsted in 2018, our scholars make significantly better progress than national average.

### Djanogly Northgate Academy

Northgate is a 2-form entry primary school in New Basford, Nottingham and a founding member of Djanogly Learning Trust in 2011. A popular and over-subscribed school where everyone is valued, they have been judged consistently 'Good' since 2009.



### Djanogly Strelley Academy



Strelley is a 2-form entry primary based to the north of Nottingham. It has gained a strong reputation locally for its support for some of our most vulnerable children and their families. It was judged 'Good' in 2017 and strives to be a school where everyone is recognised, welcomed and respected.

### Djanogly Sherwood Academy

Sherwood shares our Sherwood Rise site with Djanogly City Academy. It is a 2-form entry primary with provision for children from 2 to 11 years. It was established in 2014 to provide high quality education provision for the growing local community. Judged 'Good' in 2018 in partnership with Northgate it has strong support from its diverse community where everyone belongs.



### Springfield Academy



Springfield is a single form entry primary in Bulwell, north Nottingham. The school moved to a fantastic new building in 2017, with improved resources and environment for all the children and particularly the youngest. Springfield knows that success comes through cooperation; we do better working together.

### Langley Mill Academy

Langley Mill is a 3-form entry junior school in Langley Mill, Derbyshire. It has recently expanded from 2-form entry to cope with a rising demand for places at this popular community school. Langley Mill's motto is 'Live Laugh Learn' and they do plenty of all three.



### Laceyfields Academy



Laceyfields is a small infant school in Langley Mill, catering children from 3 to 7 years. They joined the Trust in 2019 to ensure that their children could benefit from being part of something bigger. This has helped them to provide an even broader range of opportunities to achieve their ambition to 'Help Little Minds Grow'.

### Kensington Junior Academy

Kensington is a 2-form entry junior school in Ilkeston, Derbyshire. They actively promote a culture where children care for themselves and each other, for their school and their community, and where they can develop as happy, responsible and self-disciplined members of society.

