



Job Application Pack

Djanogly Learning Trust

HR Officer (Fixed term)

Part time (24 hours per week, Term time only + 2 weeks)

Salary: Support Staff Scale point 46 - 51

[£15,742 - £16,867 pro rata (£27,317 - £29,269 FTE)]

Closing Date: 9am, Friday 7 January 2022

Interview Date: Week commencing 10 January 2022

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.

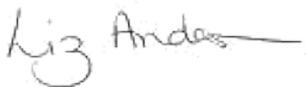
As professionals, we know that this doesn't happen by accident. We are committed to providing high quality support to all our staff, whatever their role. Our continuous professional development strategy is called 'Journey to Excellence' and through this, we ensure that everyone has opportunities that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

A handwritten signature in black ink that reads "Liz Anderson".

Liz Anderson
CEO
Djanogly Learning Trust



Application Details

Advert – HR Officer

The role of the HR Officer is to provide generalist HR Support to a number of Academies across the Trust. The successful candidate will work closing with the Senior HR Officer and Head of HR but will have responsibility for their own Academies. The role will include casework advice, recruitment support, payroll processing and general HR Administration.

You will be part of a skilled team, who are looking for a highly organised and motivated individual, who can deliver essential support for all HR processes, which enhance the function of ensuring all our academies are supported and able to deal with HR tasks efficiently and effectively.

In return we offer an ambitious individual the prospect of developing and enhancing your skills within our Journey to Excellence pathway. We believe every member of our team are on individual professional journeys and support this with your own professional development plan.

We are also able to offer flexible working patterns, with some office based and at home working possibilities. We also offer a company paid Health Care Scheme and free onsite parking.

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 with “**HR Officer**” 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, Friday 7 January 2022**

Interview

Interviews for the role will take place week commencing 10 January 2022.

General Data Protection Regulation

Our privacy notice can be found at 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.

Job title	HR Officer
Hours and weeks	24 hours per week, TTO + 2 week

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:

An HR Officer role working across the Trust, providing a central point of advice and guidance on all elements of HR practice. Delivering a broad-ranging service, combining HR administration, HR casework and liaison with senior leaders and managers.

Job Responsibilities:

- Providing advice to Heads and senior leaders on the HR policies and procedures to follow for HR related situations.
- Leading on HR casework with documentation, advice on the process and attendance at the following meetings: investigation; disciplinary; capability; grievances; and appeals.
- Ensuring all aspects of HR administration including contracts, new starters, leavers, variations, maternity, performance reviews, absence, references etc are produced and paperwork completed and entered into the HR database accurately and on time.
- Responding to enquiries from the academies in a timely manner with correct information, raising issues as appropriate.
- Responsible for recruitment administration.
- Attending the monthly HR meeting with each a number of academies.
- Supporting with the TUPE process for new academies joining the Trust, liaising with the employees for data entry of information onto the system for SCR and payroll.
- Maintaining close liaison with the Senior HR Officer regarding advice on complex cases and HR quality monitoring.
- Preparing the monthly payroll information to be sent to the payroll bureau, completing necessary processing and documentation and attending the monthly payroll meeting.
- Ensuring the single central record (SCR) for SIS is up to date at all times in the format required by Ofsted.
- Providing advice to DLT academies on the SCR and be able to support any SCR meetings with OFSTED Inspectors.
- Monitoring fixed term end dates, absence triggers and taking appropriate action to support Heads with the process of absence management.
- Ensuring that all activities are legal and meet government and academy requirements.

- Ensuring all right to work checks are completed within 90 days of TUPE transfer.
- Providing new starter and absence training on ITrent to appropriate academy administration staff.
- Supporting any restructuring or redundancy situations that may arise from time to time.
- Accurately recording and reporting on data analysis relating to statistics relevant to HR role.
- Contributing to the review and updating of all policies in the HR area.
- 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:

Policies and procedures

You will comply with all policies and procedures at all times which include:

- ensuring the safeguarding of young people by adherence to the child protection and safeguarding policies.
- ensuring all equality, diversity and health and safety requirements are upheld in the performance of your duties.
- ensuring you comply with the Trust's Staff Behaviour policy, including outside of work where applicable.

Professional Development

- You are required to undertake professional development as part of your job description. This includes contributing to regular 'check ins' and Journey to Excellence reviews with your J2E reviewer, proactively seeking professional development to improve your performance.

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

Djanogly Learning Trust Person Specification

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

JOB TITLE	HR Officer
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Requirements	Essential	Desirable	Short listing criteria
Qualifications			
CIPD Level 3 Certificate in HR Practice or equivalent	*		*
CIPD Level 5 or willing to work towards		*	
GCSE English and Maths at Grade C or equivalent		*	
Experience and knowledge			
Demonstrable experience of HR generalist role in a similar type environment	*		*
Experience of delivery of HR services on a face-to-face personal basis	*		*
Experience of advising and working directly with senior leaders		*	
Knowledge of current employment law	*		
Knowledge of payroll processing to send to bureau		*	
Knowledge of the academy education sector		*	
Understanding of the safeguarding and safer recruitment implications for HR	*		
Understanding of HR's role in a business		*	
Skills			
Good organisational skills	*		
Attention to detail	*		*
Good numerical skills and awareness of salary calculations	*		
Ability to compose letters and minutes with good grammatical structure and accurate English	*		
Ability to multi-task and prioritise in a busy environment	*		
Good memory		*	
Team player and hands on to support colleagues as needed	*		

High level of Microsoft office skills including excel	*		
Good communicator at all levels of staff	*		
A positive and flexible approach, open to challenges	*		
A willingness to contribute to extra – curricular programmes		*	
Empathy and an interest in people and HR issues	*		
Sensitivity, flexibility and a sense of humour	*		
Personal Qualities			
Belief in the values and behaviours of DLT	*		
Evidence of continuing professional development	*		
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.

