



coop

Academies Trust

As a colleague at Co-op Academies Trust, you'll work within a diverse learning community, striving to deliver an outstanding working and learning experience for all. You will be joining a supportive, committed, and passionate team who work hard to ensure that everyone in our Trust can achieve their potential. And of course, you'll do all this whilst capturing the spirit of our vision and values and whilst role-modelling exceptional professional behaviours.

## The Application Process

**The closing date for applications is Monday 10th February at 9am with interviews taking place shortly thereafter.**

*We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.*

## Benefits

What you do here really counts. And we offer a range of benefits and rewards to recognise the part you play in our success. Whether they benefit your finances, your wellbeing, or your family, in or outside work. From career progression and working and making a difference within your local community, to a whole range of financial discounts and benefits, working at Co-op Academies Trust isn't just your standard job.

We offer competitive salaries and access to the Local Government Pension Scheme, as well as travel season ticket loans, 24-hour access to free money support, and for colleagues who want to save or need help managing finances we have savings and loan products which can be deducted from your pay.

We want you to stay happy and healthy. So as a support staff colleague you'll get the school holiday periods off work. And even better, we offer a free flu vaccine, cycle to work scheme; 24-hour access to free health and wellbeing support and discounted gym membership at Nuffield gyms.

We also offer a 10% discount on Co-op branded Food, with regular increased promotional discounts and offers at various points in the year.

## Our Values

Co-op Academies Trust is committed to the values shared by cooperatives everywhere:

Self-help	we support learners, parents, carers and staff to help themselves
Self-responsibility	we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions
Democracy	we give our learners, parents, carers and staff a say in the way we run our schools
Equality	we believe that the voice of each individual should be heard

Equity	we run our schools in a way that is fair and unbiased
Solidarity	we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve

We strive to demonstrate the following ethical values in everything we do:

Openness	we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances
Honesty	we act in a professional and respectful manner in our dealings with everyone
Social responsibility	we maximise our impact on the people in our communities while minimising our footprint on the world
Caring for others	we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

We use our simple 'Ways of Being Co-op' to demonstrate our values:

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together

# Job title: HR & Finance Administrator

Salary / grade range	B3 SCP 7-11 £21,893- £23,335 37 Hours Per Week Term Time Plus Inset Days
Location	Co-op Academy Brierley
Reports to	HR Advisor

## Purpose of role:

To assist with accurate, efficient and effective support to the HR function at the Academy.

To assist and support the HR Advisor with the administration of personnel records, recruitment and data, and offer an effective administrative support service, ensuring confidentiality at all times.

To manage the cover arrangements for absent members of staff.

## Finance

- Input standing information to the Trust's Finance system (suppliers, debtors etc.) in accordance with the trust financial procedure.
- Undertake the processing of purchase orders from requisitions, accurately and in accordance with authorisation and timescales.
- Ensure all purchase orders processed are checked for accuracy and forward to suppliers.
- Processing of creditor invoices, checking to purchase orders and goods received notes, ensuring appropriate authorisation is obtained and ready for payment
- To maintain an accurate filing system (electronic and paper based) suitable for audit purposes
- Processing of timesheets, staff expenses and car mileage claims within Academy agreed timescales, ensuring accuracy at all times and appropriate authorisation has been received.
- Update all staff variations (new starters, leavers, changes in contracts) onto the payroll system.
- Complete updates to Arbor with data as required.

## HR

- To provide support and under the direction of the HR Advisor assist with the recruitment processes, including creating job packs, placing adverts, collating relevant information and requesting references.
- To assist the HR Advisor with maintaining staff sickness and absences records, ensuring correct statutory paperwork is completed, recorded and stored securely in the relevant locations.
- Create, maintain and update confidential HR records for all staff.
- Undertake administrative duties in connection with personnel changes / amendments and terminations of contracts for staff.
- Assist with accurately updating and maintaining the Single Central Record and process pre-employment checks (including DBS applications).
- Produce HR letters ensuring that all communication on behalf of the Trust are consistent, accurate and professional and is compliant with data protection (GDPR) legislation and all correspondence (including contractual documentation) is issued in a timely manner.
- Act as the first point of contact in managing general enquiries received by HR.
- Adapt to changing business needs, re-prioritising as necessary to ensure an effective HR service is provided at all times
- Be responsible for the accurate maintenance and filing of HR records and correspondence in a timely manner and ensure information is stored confidentially (and disposed of as appropriate) in line with GDPR and Trust policies
- Maintain & cleanse staff personal files, support with various audits e.g. Annual Workforce Census, Ofsted visits and ensure HR systems are accurately maintained
- Monitor the HR email inbox.

## Cover

- To manage the Academy staff absence line on a morning when staff report last minute absence from work.
- To manage the organisation of daily cover for absent staff using the diary which details planned absences, meetings, school trips and training, plus unplanned absences.
- To allocate cover effectively and efficiently to enable the school to operate with minimum disruption to the students. To inform relevant staff of any changes to the cover list.
- Throughout the day, deal with any changes regarding cover arrangements and deal with any issues arising. This requires considerable mobility around the school to ensure that all messages are received by relevant members of staff.
- To liaise with supply agencies on a daily basis and book supply staff as required
- To build relationships with supply agencies.

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative and flexible in line with business needs of the

Trust. The post holder is required to undertake additional such duties as may reasonably be expected within the scope and grading for the post.

Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.

This school is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to services.

This school is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Personal attributes required (based on job description):**

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>● At least 5 GCSE's A*-C in English and Maths (or equivalent)</li> <li>● Commitment to own personal and professional development, including maintaining an up to date awareness of developments of all aspects of the role</li> </ul>		A/I
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>● Experience of previous clerical and administrative work</li> <li>● Experience of working in a team</li> <li>● Experience of working in a school</li> <li>● Experience of working in a Finance or HR department.</li> </ul>	Desirable	A/I
<p><b>Skills, Ability and Knowledge</b></p> <ul style="list-style-type: none"> <li>● Excellent organisational skills</li> </ul>		

<ul style="list-style-type: none"> <li>● Good communication skills both verbal and written</li> <li>● Attention to detail</li> <li>● Ability to set and maintain high standards</li> <li>● Patience</li> <li>● Resilience</li> <li>● Self motivation</li> </ul>		A/I
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>● Excellent organisational skills</li> <li>● Good communication skills both verbal and written</li> <li>● Attention to detail</li> <li>● Ability to set and maintain high standards</li> <li>● Patience</li> <li>● Resilience</li> </ul>		

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.