



# LIFE MULTI ACADEMY TRUST

## RECRUITMENT PACK

### HR ADVISOR

**Permanent**

**Full time, 37 hours per week**

**52 weeks a year**

**(or reduced term time working would be considered)**

**Actual salary £34,350 to £37,950 FTE**



**i**nspiration **i**nnovation **i**ntegrity

## Content

The Advert	Page 2
Vision Value and Ethos	Page 3
Our Offer to you	Page 4 - 6
Job Profile	Page 7 - 8
Person Specification	Page 9 - 10

## The Advert

**We are recruiting a  
Human Resources Advisor  
Grade 10 £34,350 to £37,950 FTE  
37 hours a week, 52 weeks a year  
(or reduced term time working would be considered)  
Start date ASAP**

LiFE Multi Academy Trust has an exciting opportunity to join an expanding Central HR team. We are seeking a HR Advisor to join us in supporting our 1500 employees across the 10 Schools within our Trust. The successful candidate will be based at our central offices at Braunstone Frith Primary Academy with the opportunity to work from Ashby School depending on geographical preference, with a requirement to travel to other Schools across the Trust as necessary.

This is an excellent position for an experienced and motivated HR professional. Working closely with the HR Business Partner, you will be providing professional and comprehensive HR advice on a range of HR matters as well as playing a key part in the continued implementation of our HRIS and People Strategy.

The ideal candidate will be CIPD Level 5 qualified and / or have significant operational experience, with the opportunity to complete CIPD Level 7 or equivalent via the apprenticeship levy. You will be required to build strong working relationships and influence others whilst being personable with excellent verbal and written communication skills. Although not essential, education or public sector experience would be advantageous.

If you believe you have the skills and experience to add value to the LiFE MAT Central HR team, we would love to hear from you. Applications can be completed via ETeach.

If you have any queries or would like to discuss in more detail, please contact Amanda Scott, HR Director, on 0116 303 3780 or at [ascott@lifemultiacademytrust.org.uk](mailto:ascott@lifemultiacademytrust.org.uk).

**The closing date for completed applications is 9am Monday 13<sup>th</sup> January 2025.**

**Interview date: Monday 20<sup>th</sup> January 2025.**

*“LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to a DBS check and an online search.”*

## Vision, Values and Ethos

### LiFE Multi Academy Trust

#### Bringing Learning to LiFE

##### **Vision:**

We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that no school can be deemed successful unless all those around it are also successful, popular and flourishing. Hence, we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LiFE MAT is the cornerstone of our future success.

Each of our schools needs to be seen as a leader of, and vital to, its local community; each school is regarded as fundamental to the identity of its surrounding community. In this capacity we will relentlessly promote the values of inclusion and the celebration of diversity, alongside personal responsibility and respect.

##### **Values:**

- Ensuring that every student achieves positive, life changing outcomes
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond the school gate
- **The relentless pursuit of excellence by;** expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress and promoting and celebrating elite performance inside school and in the wider world
- Valuing and promoting the celebration and understanding of diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies
- Ensuring our curricula are agents for the promotion of our values

## Our Trust consists of

The LiFE Multi Academy Trust currently consists of 10 Schools; Bosworth Academy, Ashby School, Braunstone Frith Primary Academy, Countesthorpe Academy, Desford Community Primary School, Dovebank Primary School, Kingsway Primary School, Ibstock School, Ivanhoe School and the Winstanley School.

## Our offer for all staff joining the LiFE Multi-Academy Trust and our schools

Professional Capital: *'we believe in getting the right people, getting them to work together and getting them to stay'*

STRATEGY	DESCRIPTION
Putting Your Trust in Our Trust	We believe in your development. Everything we do is about creating a team of committed professionals who share our ambition for young people. If you believe in this too, we are committed to providing an exciting, enjoyable and rewarding working environment.
Coaching	Coaching is integral to our success. We support colleagues through coaching; enabling deep reflection, which has allowed us to build a bold, creative and aspirational culture, where collaboration with peers and new approaches to practice are encouraged.
Personal Improvement Plan versus Performance Management	Instead of the usual performance management, we encourage our staff to identify aspirational targets through our 'Personal Improvement Plan' (PIP) process. With your coach, you will look to make significant progress in a critical area of your practice; we believe in valuing the process of improvement not pass or fail numerical targets.
Health and Wellbeing Strategies	<p>Having happy and healthy staff is key to a successful organisation. The Trust is committed to:</p> <ul style="list-style-type: none"> <li>providing employees with a safe, healthy and supportive environment in which to work</li> <li>recognising that the health and wellbeing of our employees is important</li> <li>providing a supportive workplace culture where individuals healthy lifestyle choices are valued and encouraged</li> </ul> <p>We are committed to supporting colleagues to overcome the stigma and discrimination of mental health issues within the work place. To show our commitment to this we have publicly signed up to 'Mindful Employer' and the 'Charter for Employers who are Positive about Mental Health'.</p> <p>We believe it is important that we are role models to our students of how to be a healthy adult. We actively promote the importance of a work life balance, offering support to staff on managing stress and workload, as well as a physical activity programme. Access to coaching, counselling and supervision is also available to all staff.</p>



inspiration innovation integrity

<p>Equality and Equal Opportunities</p>	<p>Our Trust and its schools are committed to ensuring equality of opportunity in line with the Equality Act 2010. The Trust seeks to reduce disadvantages, discrimination and inequalities of opportunity, and promote diversity in terms of its students, workforce and our wider communities we serve.</p>
<p>Presumed Professionalism</p>	<p>We have a 'Presumed Professionalism' ethos across the Trust. Our staff are professional educators and we recognise the need to support staff to enable a healthy work life balance to allow maximum impact whilst working with our young people and each other. We achieve this by allowing staff to sign out during their free periods, as long as professional duties are not affected. See our policy for further details.</p>
<p>Development of Professional Capital and Excellence</p>	<p>As a Trust we always look to invest in our staff and pride ourselves on our 'home grown talent'. We pride ourselves on this and believe this has the biggest impact on how our staff understand their communities and make a difference to the lives of our young people.</p> <p>Quite simply, our aim is to employ people who match our ethos and values and enable them to truly collaborate with colleagues across the Trust so that they are satisfied professionally. We provide outstanding training pathways which draw on excellence both within and outside of our Trust to enable you to build your professional capital.</p> <p>Examples of the many opportunities we encourage staff to take up externally include:</p> <ul style="list-style-type: none"> <li>The National Professional Qualification for Senior Leadership (NPQSL)</li> <li>The National Professional Qualification for Headship (NPQH)</li> <li>The National Professional Qualification for Middle Leadership (NPQML)</li> <li>The Outstanding Teacher Programme (OTP)</li> <li>Initial Teacher Training (ITT)</li> </ul> <p>Pathways are available at apprenticeship level, NQT, aspiring middle leader, Lead Practitioner and aspiring senior leader level. Some of these courses are lead by staff within the Trust and others are externally accredited. In addition, the Trust provides the opportunity of becoming an associate SLT member, enabling middle leaders to gain insight and experience of leadership at the highest level within a school.</p> <p>Support staff have their own Personal Improvement Plan that they use as a tool to create a bespoke professional development plan. All support staff also receive Coaching and training opportunities, in order to help them feel empowered and in charge of their own development.</p> <p>Across the Trust we pride ourselves on equal opportunities for all staff, irrespective of background, gender, disability, religion, sexual orientation or age.</p>



inspiration innovation integrity

<p>Great Access to Progression and Leadership Responsibility</p>	<p>Further evidence of our investment in ‘home grown talent’ is that 86% of our TLR holders have been internal appointments. We have clear professional progression pathways within the CPD offered throughout the year at all levels within the Trust.</p>
<p>Collaboration Across all Schools</p>	<p>We are developing relationships across our Trust to enable collaboration to support learning and teaching outcomes. In addition, we are able to offer a joint CPD programme to draw upon expertise across the Trust. Staff work and meet regularly in teams across schools in the Trust and we hold an annual Strategic Planning Day, where each member of the Trust work together.</p>
<p>Sabbatical and Flexible Working Policies</p>	<p>We have developed a unique sabbatical policy to support staff to develop their interests. For some, this has been to develop professionally, whilst others have taken this time to experience travel with their family. See our policy for further details.</p> <p>Flexible working arrangements are also promoted across the Trust where possible, to enable our staff to manage their work life and family commitments.</p>
<p>Strong Induction Process</p>	<p>It is important to us that every member of staff has the right start to working in our Trust. The importance of a good induction is invaluable for new starters irrespective of previous experience. To support this, we have a New Staff Induction Day before the start of term, which enables colleagues to get a real understanding of what the school is about and what it means to be part of the Trust. This day also prepares new staff for our training (conference) days at the beginning of the Autumn term. In addition to this ALL staff are invited to visit a series of lessons across the school year.</p>
<p>ECT Support</p>	<p>Where possible we try to ensure that ECTs have reduced teaching loads to allow them more opportunities for CPD throughout the school week. This also allows for peer to peer observations and additional coaching to take place to develop their practice.</p>
<p>3D Networks</p>	<p>3D Networks are an opportunity for faculties to share good practice and new ideas with colleagues across the school, based on our unique 3D Learning and Teaching model.</p>
<p>Attendance of Staff</p>	<p>Our staff are committed to their roles and ensure that students are supported to maximise their outcomes. Levels of attendance are exceptionally high across all staff and well above national averages in the education sector and beyond.</p>

We are always looking for highly quality teachers and support staff who buy into our values across the LiFE Multi Academy Trust and our schools

## Job Profile

Job Title:	HR Advisor
Salary/Grade:	Grade 10, £34,350 -£37,950 (FTE)
Hours/Weeks: (be considered)	37 per week/52 weeks per year (or reduced term time working would be considered)
Conditions of Service:	Local Government conditions of service
Responsible to:	HR Business Partner
Key relationships/	Headteachers/Heads of School, Senior Leaders, HR Business Partner
Liaison with:	External HR support
Job purpose:	To provide professional HR advice and support the HR Business Partner with projects across the Trust

<p><b>Roles and responsibilities</b></p> <p><b>HR Advice and Guidance</b></p> <p><b>Project Work</b></p>	<p>The activities and responsibilities listed below are examples of the type of tasks that are expected of the post holder and are not intended to be exhaustive or exclusive and will be subject to change to meet the requirements of the Trust.</p> <ul style="list-style-type: none"> <li>• Provide advice and guidance on HR matters including general queries, terms and conditions of employment, payroll, absence management, disciplinary, grievance, capability and performance</li> <li>• Support investigating officers and panels as required</li> <li>• Monitoring absence levels and ensuring early intervention to reduce staff absence across the Trust</li> <li>• Ensure that all HR policies are applied consistently across the Trust and coaching line managers to support their development in dealing with ER matters</li> </ul> <ul style="list-style-type: none"> <li>• Support the HR Business Partner to deliver HR projects including:             <ul style="list-style-type: none"> <li>• The People Strategy</li> <li>• The three pillars as focus: Workload &amp; Wellbeing; Professional Development &amp; LiFElong Learning and Leadership &amp; Culture</li> <li>• HRIS Development</li> </ul> </li> </ul>
--	---





inspiration innovation integrity

### **Recruitment**

- Support the Senior HR & Payroll Assistant to ensure all new starters have undergone relevant pre-employment checks in line with safer recruitment practices
- Support the Senior HR & Payroll Assistant to advertise vacancies across the Trust
- Lead on the implementation of online recruitment processes through ETeach.

### **HR Admin & Reporting**

- Oversee the Single Central Record for all Schools, ensuring they are maintained and compliant
- Updating and developing job descriptions/person specifications
- Gather, monitor and analyse HR metrics, providing reports when requested. To include; HRIS, ETeach, internal surveys and external surveys

### **General**

- Support with internal and external audits and ONS requests as required
- Support the implementation of the HRIS, data checking, planning and roll out of modules and providing training and guidance for staff across the Trust
- Support the HR Business Partner in developing an Apprenticeship Levy action plan
- To prioritise tasks and workload with autonomy, attention to detail and accuracy
- Take responsibility for personal continuing professional development including staying up to date with current legislation and trends
- Work in line with Health & Safety requirements such as DSE and wider risk assessments
- Develop and maintain effective working relationships with School Leaders across the Trust
- Promote the Trusts vision, values and ethos

## Person Specification

	Essential	Desirable
<p><b>Training and Education</b></p> <p>Numeracy and literacy sufficient to carry out the job tasks</p> <p>Willingness to undertake training as required</p> <p>Relevant professional qualification CIPD Level 5 and/or significant operational equivalent experience</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p><b>Experience/Skills</b></p> <p>Organisational and administrative skills</p> <p>Proven work experience as an HR advisor, or similar role</p> <p>Knowledge of employment legislation and case law</p> <p>Proven experience of successfully working with Trade Unions and/or employee representatives</p> <p>Substantial experience of providing effective and practical HR advice on:</p> <ul style="list-style-type: none"> <li>● Recruitment &amp; selection</li> <li>● Safeguarding</li> <li>● Capability, Grievance, Disciplinary</li> <li>● Attendance Management</li> <li>● Organisational Change</li> <li>● Equality &amp; Diversity</li> <li>● Contract management</li> </ul> <p>Experience with HRIS</p> <p>Experience of working within a school environment</p> <p>Knowledge of safer recruitment and KCSIE</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>



inspiration innovation integrity

<p>Experience in restructures and TUPE</p> <p>Experience in gathering a range of HR metrics and producing reports</p> <p>Experience of managing end to end recruitment processes</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p><b>Personal Attributes</b></p> <p>Ability to advise and work with senior members of staff</p> <p>Personable with strong communication and relationship skills across all levels of the Trust</p> <p>Clear and concise written and verbal communication with a high level of accuracy and attention to detail</p> <p>Driven and determined</p> <p>Practical and logical with the ability to solve problems quickly</p> <p>Capable of undertaking responsibility and decision making</p> <p>Ability to lead and work as part of a team</p> <p>Ability to travel to Schools across the Trust as necessary</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	