



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM



PA to the Principal & HR Co-ordinator

Recruitment Pack



WELCOME FROM OUR PRINCIPAL – Ruthie Jacobs

Dear Applicant,

I am delighted to welcome you to Laureate Academy and thank you for your interest in joining our team. At Laureate, our ethos is at the heart of everything we do, and we are steadfast in our commitment to it. We believe that every student should have access to an education that offers *"the best that has been thought and said."* As a team, we are dedicated to providing a **knowledge-rich and stimulating education** complemented by a strong **extracurricular programme** and **robust pastoral support**, enabling every student to thrive and pursue a future full of choice and opportunity.

We are committed to creating an academy with **high standards of teaching and behaviour**, ensuring that no child is left behind. Everything we do is framed by our three core values: **Knowledge, Aspiration, and Respect**. We encourage students to *"Work Hard, Aim High, and Be Kind,"* and these values guide the work we do as staff, too.

Thank you for your interest the PA to the Principal & HR Co-ordinator role. This is an exciting opportunity for a confident, professional and highly organised individual to join the administrative team at Laureate Academy. This combined role is crucial in ensuring the effective operation of the principal's office and the smooth delivery of HR services, contributing to the overall success and professionalism of the school.

As part of our team, you will be instrumental in shaping our students' academic journey and personal growth. If you share our passion for high standards, student success, and a commitment to shaping well-rounded individuals, we would love to hear from you.

Future Academies is passionate about diversity and inclusivity. We welcome applications from individuals with the skills and experience to fulfil the requirements of the job description, and whose values and qualities align with those in the person specification. We encourage applications from candidates of all backgrounds, regardless of any protected characteristic.

If you would like to discuss the role in more detail, please do not hesitate to contact **Mary Johnston, HR Business Partner** on M.Johnston@futureacademies.org

We look forward to receiving your application.

Best wishes,
Ruthie Jacobs
Principal



JOB DESCRIPTION

JOB TITLE:	PA to the Principal & HR Co-ordinator
LINE MANAGER:	Principal
HOURS:	Full time, Monday to Friday. Typical working pattern would be 8am – 4pm or 9am – 5pm
SALARY:	NJC Pay and conditions, PayScale SO2, points 26 – 28 (£36,124 - £37,938)

Starting salary to be confirmed upon appointment, subject to experience.

PLACE OF WORK: Laureate Academy

RIGHT TO WORK: This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance

HOLIDAY ENTITLEMENT: support staff – You are entitled to 28 days annual leave, plus 8 statutory days bank holidays.

STAFF BENEFITS: Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government or Teachers Pension Scheme.
- Mintago – employee benefits platform.
- Employee Assistance Programme.
- Access to a Virtual GP
- Eye Care Voucher scheme.
- Partnership with YellowNest -Salary sacrifice childcare.

For further information regarding our staff benefits, please visit our [website](#).

PROBATION PERIOD: The post holder will be required to complete a 6-month probation period

PURPOSE OF THE ROLE

To provide high-level, efficient, and confidential administrative support to the Principal, ensuring the smooth and effective management of their daily schedule, communications, liaising with a wide range of stakeholders, including students, parents, cross Trust staff, visitors and key priorities. This role must maintain a discreet relationship with all stakeholders, demonstrating professionalism and confidentiality at all times.

In addition, to support and coordinate essential Human Resources functions within the school, including recruitment administration, staff record management, and HR compliance processes.

As an ambassador for the Academy, the role will ensure that all interactions, on behalf of the Principal, are therefore of the upmost professionalism, displaying exceptional organisational skills and a keen eye for detail.

This combined role is crucial in ensuring the effective operation of the Principal's office and the smooth delivery of HR services, contributing to the overall success and professionalism of the school.



MAIN RESPONSIBILITIES AND TASKS

PA to the Principal

- Handle all appropriate administrative requirements for the Principal, including correspondence, scheduling meetings, prepare meeting agendas, minute taking, producing reports, updating relevant policy documents, supporting school development plan, weekly/ daily bulletins and telephone calls so that the relevant messages and documents are handled properly and efficiently
- Ensure that all urgent messages from the Principal are relayed in a timely manner and vice versa. Manage the diary and schedule of the Principal.
- Ensure all relevant suspension information is processed using Bromcom, ensuring the tracker is updated and all necessary paperwork is sent out in a timely manner.
- Work with the Heads of Year's to ensure that they complete and return all integration paperwork in an appropriate and timely manner.
- Provide hospitality and arrange refreshments for visitors and meetings as required.
- Ensure documentation for agreed regular meetings is collated and distributed as appropriate.
- Assist with the co-ordination of academy functions and events including arrangements for refreshments, invitations etc. Produce a variety of documentation, including correspondence, reports, presentations, to a high standard using the appropriate software, for the Principal.
- Undertake confidential photocopying, collation and distribution of sensitive documents arising from the Principal's office.
- In liaison with the Principal, establish and maintain readily accessible, reliable filing systems, both paper and ICT, ensuring processes and software are up to date and in working order
- Assist with the creation of relevant documentation to effect agreed staff changes.
- Ensure that all school events such as Parent's Evening, Meet the Principal, Options and Y7 evening etc are booked well in advance, and that appropriate communication is relayed to parents accordingly.
- Manage and communicate all Subject Access Requests and Freedom of Information Requests. Ensuring that all requests are acknowledged and dealt with accordingly – in conjunction with Trust Lead support and advice.
- Day to day supervision of the academy administration team in liaison with their functional line manager.

HR Co-ordinator

- Be the gate keeper for all Safeguarding requirements as outlined in the document Guidance for safer working practice for adults who work with children and young people in educational settings and comply with its requirements to safeguard and protect the welfare of children, young people and vulnerable adults.
- Provide strong administrative support for all HR processes, including recruitment, on-boarding and induction of staff, sickness absence, and all contractual requirements.
- Manage the on-site payroll processing;
 - Ensuring that all staff (permanent, temporary, and casual) are paid in accordance with their agreed pay and conditions.
 - Preparing monthly returns including:

- Contract changes
 - Additional hours (overtime & additional payments)
 - New starters and leavers
 - Sickness deductions
 - Maternity and paternity pay
 - Deductions for salary sacrifice schemes o changes in personal details
 - Checking the salary report for accuracy and correcting where necessary liaising with staff on salary changes and organising incremental progression.
 - Ensure all relevant assessments are completed and resulting outcomes implemented in relation to HMRC requirements e.g. Evaluation of individual's self-employed status / IR35 legislation.
- To lead and be responsible for all aspects of people management, to include but not limited to:
 - Producing letters of appointments and contracts to all employees including carrying out relevant vetting checks, to include.
 - DBS
 - Medical clearance
 - Right to work
 - Qualifications
 - References
 - To lead and be responsible for new staff induction.
 - To ensure that all aspects relating to work status and registration, immigration and sponsorship are followed including liaison with all relevant parties as necessary (e.g. Home Office)
 - To lead and be responsible for coordinating probationary review meetings for all staff and implement incremental pay changes accordingly.
 - To ensure that annual salary statements are completed and issued to all staff.
 - To ensure that all staff personnel details are included in individual secure personnel files and that the HR Information Systems is kept up to date.
 - To ensure staff information is added to Bromcom (MIS) and Sam People (HRIS)
 - To provide guidance on Conditions of Service and the implementation of these conditions.
 - Setting up and maintaining the School Childcare Voucher and Cycle Scheme's
 - Overseeing the sickness procedures and the monitoring of these procedures;
 - Ensuring return to work meetings and leave of absence requests are recorded accurately on the HRIS.
 - Compile statistical absence reports.
 - Process Occupational Health referrals, monitor progress and arrange Independent Medical Assessments (IMA) if necessary.
 - Monitor annual leave and holiday working for all support staff.
 - To be responsible for ensuring the Single Central Register (SCR) for all employees, visitors and Governors is kept fully up to date and meets safeguarding requirements as set out in safer recruitment legislation.
 - Ensure that all employees undertake regular safeguarding training to comply with safer recruitment legislation.
 - To take minutes/notes in meetings and circulate necessary information on people related matters where applicable.

- Line manager the Receptionist and Admissions Officer.
- Coordinate with all visitors to ensure they are aware of policy regarding safeguarding and health and Safety whilst on school premises.
- Ensure all visitors to school produce relevant identification to comply with safeguarding legislation.
- To be responsible for processing, inputting, extracting, and analysing statistical information from the HRIS database system/s for personnel matters, such as pensions, payroll, and staff details for the annual audited accounts.
- To lead and be responsible for implementing the school's recruitment processes. To include but not limited to:
 - Drafting advertisements
 - Coordinating applications
 - Short-listing procedures
 - Interview arrangements
 - Safer recruitment matters
 - Vetting and barring checks
 - Reference requests
 - Be the first point of contact for all prospective candidates
 - Assisting with new employee inductions including arranging induction programmes and requesting ID badges and computer access from the IT Department.
 - Making relevant departments aware of all starters and leavers. Ensuring the contact details are up to date.

Other

- Perform other duties as circumstances arise, under the reasonable direction of the Principal.
- Contribute to and support the overall aims and ethos of the Academy
- Be aware of and comply with the health and safety legislation and other Academy requirements that are relevant to the post
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery
- Be aware that all Academy employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions

To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> • CIPD qualified Level 5, or willingness to study for this • Minimum of 5 GCSEs, including maths and English at Grade 4 or above (or equivalent) • Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) • Successful experience of working in a similar role and level • Experience of dealing with a range of employee queries/concerns in a professional manner. • Experience of building positive relationships with key stakeholders • Experience of using HR/Payroll systems • Experience of supporting managers with complex and sensitive HR issues • Experience managing diaries, scheduling meetings, and taking minutes 	<ul style="list-style-type: none"> • Evidence of continuing professional development • Experience of working in a HR role in a school/education setting for at least 2 years. • Experience of working with trade unions • Experience of safer recruitment • Experience of using HR Information Systems • Experience of using MIS systems) SIMs/Bromcom • Experience working directly with senior leadership (e.g., Headteacher, Principal, CEO) • Experience organising events, school functions, or public meetings
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> • Excellent written and verbal communication • Highly organised and adaptable, responding to changing requirements. • Strong time management skills • Highly computer literate • Strong interpersonal skills • Ability to work to own initiative with a proactive approach. • Able to anticipate issues and take initiative to resolve them efficiently. • Excellent attention to detail, with the ability to organise and prioritise work. • Ability to provide a first point of contact service for visitors, staff, and pupils. • Flexibility and adaptability; an ability to multitask. • Ability to work under pressure and meet strict deadlines 	<ul style="list-style-type: none"> • Knowledge of employment law • Knowledge of child protection and safeguarding

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| <ul style="list-style-type: none"> • Ability to enthuse and develop both individuals and teams. • The ability to remain discreet when privy to confidential information. • Represents the Principal and school with diplomacy, especially in communications with parents, staff, and external agencies. • Responds quickly to shifting priorities or the fast-paced nature of school leadership. • Understanding of GDPR / data protection and your responsibilities to comply. • Commitment to the safeguarding and promotion of the welfare of all children and young people. • Commitment to equality and Diversity • Have a willingness to demonstrate commitment to the Future Academies values and behaviours. | |
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WHAT CAN WE OFFER YOU?

1

Colleagues who care about the children they serve and each other.

2

A curriculum that is centrally resourced and locally owned.

3

An evidence-based hybrid CPD offer, striking balance between central input and local tailoring to context.

4

Bespoke leadership development opportunities with the chance to be involved in a year-long programme including executive coaching.

5

A thoughtfully crafted staff benefits offer through our partner, Mintago, including tax-free childcare, cycle to work vouchers, virtual GP access and much more.

6

A two-week October half term with no reduction in holidays elsewhere.

7

Integrated instructional coaching through StepLab, enabling feedback which is timely, developmental and low-stakes.

8

Access to a generous enrichment fund, outside of the school funding envelope, through a bidding process to our charity sponsor, Future.

9

We lean into the size of our MAT. With ten schools, we are small enough for you to know everybody, and big enough for you to lean on them for support.

10

We treasure staff voice and use SchoolSurveys to get benchmarked data on how our staff feel and what they think. 83% of staff feel their line manager make them do their job better, against a contextual benchmark of 69%.

APPLICATION PROCESS

1. Applying for the role

- To apply for the post, please visit our website - [Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk)
- Applicants should complete the online application form via FaceEd. Applicants should also complete the 'Personal Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.
- Applications must be received no later than **9am on 19th May 2025**. Applications after this date will not be considered.

2. Interview Process

- The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.
- We reserve the right to invite candidates to interview ahead of the closing date.

3. Notification & Feedback

- Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.
- Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

- The successful candidate will take up the post as soon as possible.

5. Additional information

- For further information please email HREnquiries@futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

- As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.

