



Position:

Human Resources Administrator

Salary/Hours:

**NJC Scale 4 Point 7-11.
Equivalent to £25,584 - £27,269 per annum.
Salary depending on experience
Monday to Thursday 8am – 4pm and 8am – 3.30pm on Friday.**

Other Information:

**25 days annual leave to be taken during school closures plus bank holidays.
Employee Assistance Programme
Benenden Healthcare
And much more!**

Closing Date:

**25 March 2025
The Academy has the right to close the advert early**

Interview Date:

W/C 31 March 2025



Dear Candidate

Thank you for your interest in joining us at Bexhill Academy. We are a happy and supportive team where wellbeing matters.

Bexhill Academy is part of the Attwood Academies Trust. We are a larger than average 11-16 mixed school serving the coastal town of Bexhill-On-Sea, East Sussex, with approximately 1500 students currently on roll. Bexhill is seaside town renowned for the De La Warr Pavilion and being the home to the first British motor race!

Working at Bexhill Academy, whether as support staff, an ECT, an experienced teacher or a leader, there is an opportunity for you to work with some passionate, hardworking and inspiring students and staff. The Bexhill community is a very special place and we are privileged to be working in a state-of-the-art building with modern facilities throughout.

At Bexhill Academy, we encourage students to aim high and we support them in pursuing their dreams. We offer challenge to all abilities stretching the minds of the most able to become enquiring and independent thinkers, yet offering support to those who find their studies more challenging.

We offer a number of excellent staff benefits for our employees including a comprehensive Employee Assistance Programme (EAP) and a Healthcare Scheme.

We are partnered with Mulberry Multi Academy Trust in London which has excellent CPD opportunities so we encourage and support progression. There is so much on offer for you at Bexhill Academy.

If you are passionate about your career and what you can offer to Bexhill Academy, we would love to hear from you.

We look forward to meeting you,



Dr Craig Neal

Headteacher

Job Advert

Human Resources Administrator

We are looking for an administrative assistant to perform a variety of Human Resources related tasks which includes designing, implementing and improving HR policies and procedures and supporting the Recruitment function.

The HR Administrator will hold primarily an administration role however face-to-face interaction with employees is an important responsibility. The HR Administrator will be key to supporting the HR Manager. Ultimately, the successful candidate will gain HR experience in a fast-paced work environment by supporting and improving all HR functions.

The ideal candidate will have at least 1-2 years' administration experience ideally (but not essential) within a HR/Recruitment Administration function, excellent organisational skills with the confidence to push for positive change. Knowledge of document control and internal management systems is an advantage.

The ideal candidate will support the HR Function.

Our school is unique, exciting and innovative – our philosophy is inclusive and founded on respect. If you feel this fits with your own value set and you have a track record of leading change, raising standards and you strive for excellence, then this might be just the role for you.

We aim to recruit staff who:

- Love the processes of learning and are keen to continually develop their own skills;
- Recognise that working in a school can be a demanding job and react positively to those demands;
- Will subscribe to the ethos of the Academy and be committed to get the very best from our people;
- Take every opportunity, to talk, model expected behaviours and build positive relationships;
- See themselves as having the potential to progress their career with our school

Pre-Application enquiries are encouraged. Please contact our HR Manager – Lorraine Willis via email Lorraine.willis@bexhillacademy.org

Please see our website www.bexhillacademy.org under 'about us' and then 'vacancies' for more details.

Please note that we do not accept CVs or approaches from agencies. Completed Bexhill Academy teacher application forms should be sent to academyhr@bexhillacademy.org

Bexhill Academy is committed to safeguarding and promoting the welfare of children and young children, therefore all positions are subject to an Enhanced Disclosure and Barring Service check (DBS).

Job Description

Post: Human Resources Administrator

Accountable to: HR Manager

Salary: NJC Scale 4 Point 7-11.

Salary dependent on experience.

Duties will include:

Recruitment

- Liaising with hiring managers to create job descriptions and adverts.
- Arranging interviews and providing outcomes.
- Preparing documentation such as sending offer/decline letters.
- Obtaining references along with adherence to on boarding and off boarding processes.
- Updating the Academy HR database. Knowledge of using HR systems an advantage.

Quality Assurance:

- Creating and updating spreadsheets and letters/policies with document control form a huge part of this role and therefore knowledge of Microsoft or Google docs to an intermediate level or higher essential.
- To contribute to the quality assurance procedures and policies of the academy.
- HR policies and processes management – Steering the requirement for accurate branding, employment law and legislation information with regards to all HR policies and processes.

Management Information:

- To be responsible for developing and maintaining personal development records
- Ensuring the information held within the HR function is accurate, up to date and reportable for Management Information (MI) requests.
- Have the ability to handle sensitive information confidentially.

General HR duties:

- HR general support – Handling calls and e-mails to the HR and Payroll team whilst ensuring tasks are prioritised and effectively resolved.
- Managing the process of disclosure and barring applications.
- Managing the process of our Occupational Health process.
- Welcoming visitors and offering a tours of the building.
- Arranging training sessions and creating valuable skills matrices.
- Preparing welcome packs for new employees.
- Facilitating mandatory training for new employees.
- Handling the off boarding process.

Communication:

- To communicate effectively with all stakeholders
- Where appropriate, to communicate and cooperate with persons or bodies outside of the school
- To follow agreed policies for communications in the academy

Management of Resources:

- To contribute to the process of the ordering department supplies through the appropriate channel.

Individual Attributes:

- Good communication at all levels.
- Approachable, reliable, honest and a sense of humour.
- The ability to remain discreet and impartial when open to employee information such as salary and objectives. Willing to utilise a can do attitude.
- To play a full part in the life of the academy, to support its distinctive aim and to encourage others to follow this example
- To continue personal development as agreed

Person Specification		
Criteria	Essential	Desirable
Education	<ul style="list-style-type: none"> Educated to a satisfactory level 	<ul style="list-style-type: none"> Educated at degree level
Qualifications	<ul style="list-style-type: none"> GCSE or equivalent in Maths and English 	<ul style="list-style-type: none"> Business Administration Knowledge of ISO9001 CIPD or working towards
Experience	<ul style="list-style-type: none"> Previous experience within an admin role or similar. Previous experience within a Recruitment role or similar. 	<ul style="list-style-type: none"> Working as part of a HR and/or Recruitment function
Knowledge	<ul style="list-style-type: none"> Understanding of a recruitment process. Basic knowledge of HR matters. 	<ul style="list-style-type: none"> Employment Law knowledge Interest in current employment legislation
Skills & Abilities	<ul style="list-style-type: none"> Intermediate ability with Microsoft 365 and Google programs Strong verbal and written communication skills A keen eye for detail 	
Personal Qualities	<ul style="list-style-type: none"> To be hardworking and happy to form part of a very busy department. Have a professional approach A conscientious person with the ability to remain open minded. 	
Commitment and other requirements	<ul style="list-style-type: none"> A flexible approach to the working day A sense of humour 	

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.
- The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The successful applicant will be subject to an Enhanced DBS check.

Our School - Creating the Best Opportunities for All

At Bexhill Academy, we strive to create equal opportunities for all our students, ensuring that they have access to the best resources and support to thrive academically and personally. Our inclusive approach celebrates diversity, fostering an environment where students from all backgrounds can learn from one another and develop essential life skills such as empathy, tolerance, and respect. We provide a variety of academic pathways and personalized support systems, tailoring our educational approach to meet the unique needs and aspirations of each student. By nurturing their individual strengths and talents, we equip our students with the skills and knowledge needed to succeed in an ever-changing world.

It's important for us to recognise that the little things matter. Smart uniform, manners, kindness, and punctuality are something we promote within our academy as we feel this embeds a deep sense of pride and self-respect within our students.

In conclusion, Bexhill Academy is dedicated to providing an exceptional educational experience that combines academic excellence, personal growth, and a supportive community. We foster a culture of aspiration, challenge our students to reach their full potential, and create equal opportunities for all. Join us at Bexhill Academy, where we believe in the power of education to transform lives and shape a brighter future.

Wellbeing

We understand that well-being is paramount to academic success. Our school offers a comprehensive well-being program for staff and students that focuses on building resilience, promoting a healthy lifestyle, and equipping us all with the tools to manage stress and navigate challenges. Through a range of extra-curricular activities, student leadership opportunities, and community service initiatives, we actively encourage personal growth, self-discovery, and the development of essential life skills. Our dedicated well-being team provides guidance and support, ensuring that staff and students have access to the resources they need to flourish both inside and outside of the academy.