



Human Resources Officer

Bradgate Education Partnership

Welcome from the Chief Executive Officer



Bradgate Education Partnership is unique in its set up with a group of excellent schools coming together to form the Trust in September 2016. Since then we have been fortunate enough to grow our Trust with continued growth imminent.

This is a very exciting time to join Bradgate Education Partnership and we feel that it is a highly rewarding place to work. We aspire to be Leicestershire's leading multi academy trust.

We seek someone who identifies with our mission and values and someone who will be dedicated to driving forward the schools working in partnership with the Trust's Central Team and the schools Head Teacher.

Our mission statement is:

'To create high quality educational opportunities for all children and young people across the partnership by developing a strong collaborative and co-operative model through which we encourage autonomy, share best practice, enhance the professional aspirations of our staff and ensure the safety and well-being of all pupils and staff.'

We believe in a 'through' education model, developing individuals and schools to ensure each pupil has the chance to reach their full potential. We are passionate about fostering wonderful learning experiences for the pupils within our care, ensuring that each pupil has the chance to reach their full potential. We are also committed to our local communities and working closely with our parent/carers, led by a group of excellent Head Teachers.

There are currently 15 schools that make up our Multi Academy Trust with an age range of 2-18. We are a truly collaborative model with all schools working together to improve educational outcomes within the area.

Our Trust's Central Team comprises a number of professional services ranging from School Improvement, Welfare and Safeguarding, Finance, Human Resources, Estates Management and Administration. These teams work closely with all of the schools to provide the vital support that is required in the running of our truly collaborative MAT.

We aim to foster wonderful learning experiences through our academies across the age range and to develop the very best career opportunities for all of our employees, ensuring our staff are given the best possible career path and support to achieve your own personal goals.

We look forward to receiving your application.

Gareth Nelmes
Chief Executive Officer



The Human Resources Department

The HR Department at Bradgate Education Partnership is a core function that plays a significant role in the development and day to day running of the Trust.

The HR department is led by the Director of Human Resources who is currently supported by one other team member, the HR Adviser. The department was set up in 2018 two years after the Trust was created, since 2018 we have been working hard to establish HR processes within the Trust and provide an effective and efficient service to the schools. We are proud of the work we have done so far, but there is a need to develop this further which we feel will only happen with development of the HR team.

Our HR Department has been built with a strong focus on ensuring we support our Trust schools in delivering a high quality of education to the pupils that attend our Trust, we place high value on ensuring that we offer an excellent 'customer focussed' service to our schools, adapting to their needs as required.

We also aim to ensure that every interaction we have with all staff within our Trust is a supportive one and that we build relationships built on mutual respect. Our core focus as a department is the wellbeing of staff and ensuring that the Trust is a happy and rewarding place to work.



The Role of HR Officer

This is a new post that has arisen to play a significant role within the Trust's Human Resources Team to lead on recruitment, payroll and HR administration processes within the Trust.

Reporting directly to the Director of Human Resources the HR Officer will lead on the vital elements of the administrative aspects of the HR function.

At present payroll is processed within each of our schools and we seek to centralise the processing of payroll from 1st May 2021 so that we can continue with our work to ensure that there is consistency across all schools in relation to pay. This post will lead on payroll processing and continue to help us establish and embed HR systems and procedures.

The post will also play a key role in recruitment and provide vital support to the schools in recruiting to their posts and supporting Head Teachers and Office Managers with the recruitment systems and marketing that we have in place. The HR Officer will also be given the scope to develop our recruitment practices as they see an opportunity arise.

There will be opportunity within the post to support the work of the wider HR Team with the wide range of work that takes place within the department.

This post is the perfect opportunity for someone who is either experienced within HR looking to develop their career or someone new to the profession who has the right attitude and willingness to learn.



Applications



The Director of HR, Lauren Gray, will be delighted to discuss this role with you in further detail and is available via the following contact details:

Email: lauren@bepschools.org

Application Closing Date: 12pm, Monday 19th April 2021

Provisional Interview Date: Thursday 22nd April 2021

COVID

We are undertaking recruitment procedures in person but ensuring that we follow strict COVID guidelines. If you are shortlisted for this post you will be provided with full details on the health and safety measures that will need to be adhered to.

Applications

To apply for this position please visit our careers website:

<https://www.eteach.com/careers/bepschools/>

Apply using the online application form and submit a personal statement with a response to the following question:

1. What do you think the key attributes of an HR professional are?

We will be in touch shortly after the closing date to inform you whether you have been shortlisted.

We look forward to receiving your application!

SAFEGUARDING

We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to satisfactory pre-employment checks.

EQUAL OPPORTUNITIES

We are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.



Bradgate Education Partnership
Trust Offices
Parkstone Road
Syston
Leicestershire
LE7 1LY

Email: info@bepschools.org
Telephone: 0116 478 3426