



Moseley School
and Sixth Form

Human Resources Administrator



Information Pack

Inspiring excellence in character and scholarship



Moseley School and Sixth Form

Moseley School and Sixth Form
Wake Green Road
Moseley
B13 9UU

T: 0121 566 6444
E: enquiry@moseley.bham.sch.uk

Headteacher: Mr A Bate BSc NPQH

Dear Colleague,

I am delighted you are considering joining Moseley School and Sixth Form. This is an exciting opportunity to make a significant difference to the life chances of our students. You will have an important role in building on the good standards already achieved at Moseley School and Sixth Form. We are very proud of the achievements our students make academically and in many other spheres. We aspire to provide the very best educational opportunities and outcomes for all our students. Ofsted recognised that we are doing a good job of this when they inspected in May 2016.

Please explore our website and read through the additional materials included in this pack to find out more about Team Moseley. The job description and person specification give you an indication of the scale and ambition we have for this post. If you have the passion, commitment and resilience to make a significant difference in this role I would be delighted to receive your application.

Your application must be received by **8am on Friday 2nd July 2021**. Please write a letter to accompany your application form that outlines your experience and achievements that equip you for this role and how you will make an impact in our school. Your letter must be no longer than two sides of A4 with a minimum font size of 11. Interviews will take place on **Tuesday 13th July 2021**.

Yours faithfully,

Andrew Bate
Headteacher



Moseley School and Sixth Form

Post Title: Human Resources Administrator
Grade: Grade 2 £18,562 - £20,493 pro rata
Salary: Grade 2 ££9,335 - £10,306 (Actual)
Working Hours: 20 hours per week , Term Time + 2 weeks (working pattern over four or five days)
Contract Term: Permanent
Contract Start Date: As soon as possible

We are looking for an experienced and accomplished Administrator to join our thriving school. This post is a key role, supporting the Human Resources Department by providing operational advice, support and guidance to our employees, leadership team and governing body.

Are you an individual with excellent administrative skills and an interest in HR? Do you enjoy making a difference?

We are looking for a Human Resources Administrator who is able to support the Human Resources Manager with updating, streamlining and embedding practices within a busy HR Department.

You will also assist the Human Resources Manager in providing operational support and action on all HR matters. You will have strong administration skills and be able to produce accurate work. It is essential that you have excellent communication skills and are able to work with tact and discretion within a human resources environment. You will be confident, have excellent organisational skills and be a strong team player.

Our ideal Human Resources Administrator will:

- Enjoy working in a busy environment
- Have experience of working in an administrative role ideally with a HR Department
- Have excellent interpersonal skills and can communicate in a professional manner
- Have discretion, tact and able to maintain confidentiality at all times
- Ensure attention to detail and take pride in the work that they do

If this is you come and join 'Team Moseley'. The staff at Moseley School and Sixth Form are a passionate team of professionals. Our purpose is to inspire excellence in character and scholarship. The students and their families have bought into this vision. Together we form a friendly and dedicated community.

Moseley School and Sixth Form is a large comprehensive secondary school with a thriving sixth form. Moseley School first opened its doors in 1923. We value our long history whilst being excited about our future. There are circa 1400 students and 195 teaching and support staff, excellent facilities housed in a grade two listed building, a modern building which opened in 2012 and a recently completed sports complex and extensive grounds. Employees can enjoy access to our on-site gym, car parking, cycle to work scheme and an Employee Assistance programme.

Download an application pack from our website www.moseley.bham.sch.uk or contact Emma Holland, on 0121 566 6441.

Closing date: 8am on Friday 2nd July 2021

Interview date: Tuesday 13th July 2021

Completed applications should be returned to via email to recruitment@moseley.bham.sch.uk, with an accompanying letter explaining how you meet the requirements of the role. Please note CV's will not be accepted.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role. NB: If shortlisted, any relevant issues arising from references will also be taken up at interview. References will be used to support the selection panel's assessment.

At Moseley School and Sixth Form, we are committed to safeguarding and to promoting the welfare of our students.

inspiring excellence in character and scholarship



Job Description

Post Title:	Human Resources Administrator
Reporting to:	Human Resources Administrator
Salary / Grade:	Grade 2, £18,562 - £20,493 Pro rata (Actual £9,335 - £10,306)
Disclosure Level:	Enhanced
Working Time:	Part time 20 hours per week – (Term Time + 2 weeks)

Core Purpose: To ensure the efficient operations of the Human Resources functions supporting the Human Resources Manager. To provide a professional, efficient and effective HR administration service across the school in accordance with agreed policies and procedures, ensuring compliance with all relevant legislation; maintaining confidentiality and high professional standards at all times.

Main Duties / Responsibilities

Main Purpose

- Provide a professional, efficient, confidential and proactive HR support service
- Produce quality work that meets deadlines and is accurate and professionally presented
- Ensure compliance with HR policies and procedures
- Be the first point of contact for HR related enquires
- Deliver excellent customer service at every opportunity

Recruitment & Appointment

- Support the PA to Headteacher with recruitment administration at peak times
- Prepare offer letters, contract variation letters and contracts as required
- Process DBS checks in line with current guidance
- Administer the Single Central Records in line with current guidance
- Prepare induction packs for all staff

Staffing & Payroll

- Process any changes to role, grade or pay as per the agreed procedure
- Support the Human Resources Manager with payroll and pensions administration, ensuring accuracy and compliance
- Support the Human Resources Manager with the annual appraisal, performance management and pay review administration

Human Resources Administration

- Undertake the form raiser role for the HR system
- Maintain logs and monitoring for pecuniary interests, equal opportunities, recruitment feedback etc. and provide reports as required
- Create and maintain personnel files and update internal systems SIMs and HR System
- Supporting with general administrative duties such as photocopying, filing and minute taking as required.
- Support the Human Resources Manager with the production of statutory returns e.g. Workforce Census, Pension Returns
- Provide accurate and timely management information as and when required
- Support the Human Resources Manager with the production of reports for the Governing Body
- Ensure compliance with the Data Protection Act at all times
- Liaise with HR Operations & Consultancy support provider, as and when required.
- Supporting with the Probation process

Absence Management

- Maintain absence records for internal and payroll purposes
- Create absence reports as required
- Assist the Human Resources Manager in the referral of staff to occupational health as required and in the coordination of any reasonable adjustments as recommended by occupational health

Moseley School and Sixth Form is an equal opportunity employer and is committed to the safeguarding and to promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

At Moseley School and Sixth Form, we are committed to safeguarding and to promoting the welfare of our students



Personal Specification

POST TITLE: HUMAN RESOURCES ADMINISTRATOR

Qualifications & Experience	Essential E/ Desirable D
<ul style="list-style-type: none"> • Educated to GCSE Level A*-C or equivalent in English and Maths • Experience of working in an administrative role • Experience of using database applications • Experience of using HR and payroll systems • Experience of working in a HR department • CIPD Level 3 Foundation Certificate in HR Practice • Evidence of further professional development 	<p style="text-align: center;">E E E D D D D</p>
Skills and Abilities	
<ul style="list-style-type: none"> • Excellent interpersonal skills, confident individual who can communicate in a professional manner • Able to work alone or in a team, able to use initiative • Excellent, administrative, IT skills, Word and Excel or equivalent systems. • Excellent telephone manner • Strong numerical skills. • Excellent written and oral communication skills • Excellent organisational skills 	<p style="text-align: center;">E E E E E E E</p>
Other Attributes	
<ul style="list-style-type: none"> • Proactive, flexible and adaptable • Punctual and conscientious • Excellent attention to detail and accuracy • Discretion, tact and confidentiality at all times. • Good time management and the ability to prioritise workload • Able to work under pressure and to deadlines, and produce accurate results • A sense of proportion and humour • Can Do attitude • Passionate about HR! 	<p style="text-align: center;">E E E E E E E E E</p>



Moseley School and Sixth Form's purpose is to inspire excellence in character and scholarship.

Our vision for Moseley School and Sixth Form

Moseley School and Sixth Form aims to be an inspirational place to learn, where passionate teachers nurture the curiosity, creativity and imagination of students. Everything we do is inspired by our aim to support the progress of all students. We recognise the potential in everyone and we support and challenge each individual to achieve their best. All the resources of the School are used to enable each student to receive support and achieve ambitious goals. The School is a place in which staff can develop as leading professionals and make valuable contributions to the educational community in Birmingham and beyond. Staff and students receive support and guidance to prepare them for the next step in their careers.

We are a welcoming and compassionate school that enables students to thrive. We endeavour to be an emotionally intelligent school where we acknowledge the fallibility of human beings and recognise the impact our actions and words have on others. Our pastoral system ensures that each student is cared for and their needs are met through effective relationships with all our partners, especially parents and carers. Students welcome opportunities to broaden their social and cultural horizons. The School provides a clear moral framework based on shared values. Students are able to reflect on their own beliefs, appreciate different views and develop understanding of their own identity and their own self-worth. The School values its long history whilst being dynamic and forward-looking; a place where staff and students enjoy memorable experiences.

The staff and students aim to be aware of the effect of our decisions and actions on communities and on our environment. A global perspective that celebrates diversity and respect for individual rights is central to the School and nurtures responsible citizens and independent thinkers. We are a compassionate community where positive relationships are cultivated. We provide opportunities for everyone to develop leadership, organisation, resilience, initiative and communication skills. All of the School's diverse communities share our vision and purpose and, through developing character and scholarship, achieve excellence.

At the heart of our school are our values of Respect, Endeavour and Compassion.

Respect for our environment, ourselves and others. Taking pride in our actions, appearance and conduct. Doing the right things always and acting with integrity.

Endeavour in our efforts to always do our best, working hard and being resilient; never giving up. Taking pride and enjoyment in achieving things we never thought possible.

Compassion towards others, being kind and helpful; providing support to each other whether emotionally or academically.



2020 Results


Key Stage 4

70% of students achieved a Pass (Grade 4) or above in English
57% of students achieved a Pass (Grade 4) or above in Mathematics
55% of students achieved a Pass (Grade 4) or above in English & Mathematics
54% of students achieved two Passes (Grade 4) or above in Science
On average all students achieve a grade 4 pass


Key Stage 5

66% of all A-level grades achieved were a grade A*- B
77% of all Vocational grades achieved were a grade Dist*- Dist




Riyad
B,A,A,B
Physics
University of
Birmingham




Namira
A,C,B
Law
City of London
University




Hammad
B,A,C
Medicine
University of
Birmingham




Sabha
B,Dist, Merit
Social Work
Wolverhampton



What we can offer you

We have a very positive ethos and excellent staff/student relationships; we value our staff both as individuals and as professionals and are committed to their personal and professional development. We pride ourselves on being friendly and welcoming to everyone who visits and works with us.

Staff wellbeing is at the centre of our practice, we are fully inclusive and provide a wide range of programmes to enhance the employee experience and engagement, this includes:

- Employee voice, through surveys and feedback sessions
- A 24-7 confidential employee helpline
- Regular wellbeing resources and information, supporting National Awareness Campaigns
- Free flu vaccinations and wellbeing clinics
- Free access to the Schools Health and Fitness Centre
- A designated car park space for each staff member
- Pension Scheme
- Appraisal, leading to potential pay progression
- Cycle to Work Scheme



We are committed to providing a supportive and developmental culture for all staff, through an extensive CPD programme, and identifying training to meet the individual needs of all staff and their varying roles and responsibilities. The school strives to deliver personalised pathways and opportunities in order to enhance the growth and development of all staff members. We have deliberately shifted to a school-based model, increasing collaboration and the opportunity for reflection.

In order to create and sustain this culture the school has implemented and delivered a range of strategies: lesson collaboration, joint-practice development, Lesson Study, Moseley Teaching Programme, and other initiatives focusing on teaching and learning.



Curriculum

The curriculum seeks to maximise the achievement of all our students. It aims to provide a broad and balanced education, which meets the requirements of the National Curriculum, and is also tailored to the specific needs, interests and aspirations of our students.

The curriculum contributes to the good spiritual, social, moral and cultural development of students. This is achieved through the taught curriculum and through the programme of enrichment activities which help to deliver key aspects of personal, social and health education, as well as citizenship. The curriculum provision is also supported by a strong commitment to impartial careers information, advice and guidance.

Key Stage 3

At Key Stage 3 all students will study the following subjects

English	Religious Education
Maths	Design Technology
Science	Art
PE	Computing
Modern Foreign Language	Drama
History	Music
Geography	Personal Development

Key Stage 4

At Key Stage 4 all students follow a core curriculum of English, Maths, Science, Religious Education, History or Geography, Personal Development and PE. They also have the opportunity to study four more subjects to GCSE level. There is a wide range of subjects to choose from which we will discuss with you and your child during our pathways events. Currently 25 subjects are on offer for your child to discover their passions.

Sixth Form

The Sixth Form at Moseley School offers a wide range of academic A level subjects as well as vocational subjects at both Level 2 and Level 3, all providing opportunities for progression on to higher education or apprenticeship programmes. **96% of our students achieved places at their first choice university in 2019 and 2020.**



Pastoral Care

Student Welfare

Student welfare is supported through vertical tutoring and the house system, both of which enable students to develop positive relationships with their peers and with students from other year groups in school. Students are placed into one of six houses. Each house is led by a pastoral team consisting of an Assistant Headteacher Head of House, a non-teaching House Pastoral Manager and an Assistant Head of House.

There are seven tutor groups in each house and each tutor group is made up of students from Year 7 through to Year 11. Although sixth form students do participate in house activities, they are placed in separate Year 12 and Year 13 tutor groups. A wider team of pastoral staff are on hand to provide more personalised support for students who are struggling with their studies or who are facing challenges outside of school. It is our intention to provide early help and support to our students and their families to ensure that all barriers to learning are removed, enabling our students to achieve their very best.

Celebrating Success

Students' Excellence, Character and Scholarship is celebrated as we believe it is important to ensure an ethos of success. We celebrate all successes through our Masette rewards system. Students have the opportunity to earn recognition through demonstrating the school values in their lessons.

Our rewards are broken up into short, medium and long term celebrations. Every week students are acknowledged and praised during house assemblies and awarded Masettes and postcards home. For consistent excellence over each half term we promote students through our success posters around our school site and via termly awards assemblies along with Bronze, silver and Gold Honours badges for Excellence, Character & Scholarship. As long term rewards each term, students aspire to earn places on our Gold, Silver and Bronze rewards trip/Experience where they will gain new cultural experiences. We also have two awards evenings during the year for KS3 and KS5 awards where students can become a part of the school's history and celebrate their success with their families.

The six houses of Moseley School and Sixth Form also compete for our four house cups for Attendance, Punctuality, Attitude to learning and Inter-house competitions. These are presented to the houses each half term in a celebration assembly and cups are displayed in our main hall.

Student Conduct and Attitudes to Learning

Students are aware of the clear expectations regarding their conduct in and outside of school and we have an established system of rewards and sanctions to support behaviour. With support from parents and carers, we work in partnership to instil the positive values of respect, endeavour and compassion into our students so that they conduct themselves as excellent ambassadors for the school and the community. Within school we promote the 3Rs as a foundation to excellent conduct. Students show they are ready, they show respect and they show they are responsible. Appropriate guidance and support is available for students who require additional help to maintain a high standard of conduct.





Support for Learning

We believe that every member of Team Moseley has a key role to play in creating an inclusive learning community and promoting pride in scholarship. All students can become successful, independent learners able to integrate effectively into society as responsible citizens, confident throughout their lives in their ability to learn. At Moseley School and Sixth Form student safety and well-being are paramount. We are committed to ensuring that no student is left behind or feels that they are at a disadvantage to their peers and we are able to create individual support plans to meet the needs of every student. All children are treated equally with respect and expectations are high to enable all to achieve or exceed their potential.

SEND

All teachers are responsible for ensuring that all students, in all their classes, including those with SEND or gaps in their learning are accessing the curriculum and making measurable progress. Our SEND (Special Educational Needs or Disability), Literacy and EAL (English as an Additional Language) teams sit at the heart of our school improvement plan and provide excellent support to students, families and carers to remove barriers to learning. Through close relationships with the pastoral and curriculum teams, we are able to make provision for a wide range of needs including complex needs. Students are identified for targeted interventions, including, literacy, speech and language, communication and interaction and numeracy 'catch up' sessions. These are delivered by our team of specialist graduate coaches and external agencies during the school day and after school in enrichment clubs.

EAL

For students arriving with English as an Additional Language, a comprehensive programme of support is available to meet the individual needs of students. This ranges from an intensive English induction course, to short term language lessons all of which are designed to allow students full access to the curriculum as quickly as possible.

The EAL team lead, manage and work collaboratively with mainstream teachers and graduate progress coaches to plan and deliver effective English Language support to students with EAL, including those who are International Newly Arrived. Their expertise enables students to accelerate their acquisition of English facilitating their access to a broad and balanced curriculum. Occasionally these students have SEND needs too and we work collaboratively across teams to secure the most appropriate provision.

Assessment and Specialist Provision

We recognise that all students may require support at some stage in their education whether it is social, emotional, behavioural or academic. The views, wishes and experiences of students, parents and staff are integral to the planning and review of the support we allocate to our students. For students with pre-identified SEND or literacy needs, we scrutinise all progress data following every assessment point. For students with high-focus SEND needs we also use a range of assessments, in addition to requesting additional expertise from external agencies. For students who require additional support to improve their literacy skills a team of graduate Literacy Coaches work with individuals and small groups. Focused interventions from the Literacy team enable students to make rapid progress and enjoy success in class and examinations.

Quality First Teaching and Learning

In addition to support from the SEND, Literacy and EAL teams, teachers at Moseley School and Sixth Form are fully committed to maximising inclusion by designing and using teaching methods and resources that provide challenge for all. The key characteristics of Quality First Teaching and Learning are: highly focused lesson design with sharp objectives and outcomes; high demands of student engagement with their learning; high levels of interaction for all students; appropriate use of teacher questioning, modelling and explaining; an emphasis on learning through dialogue, with regular opportunities for students to talk both individually and in groups; regular use of praise to motivate and regular professional training opportunities for staff. Our superb, stimulating learning environments are accessible and fully resourced with state of the art ICT equipment.



Extra-curricular opportunities

At Moseley School and Sixth Form we believe in excellence in character and scholarship. We provide our students with opportunities to develop their character through many extra-curricular activities.

Moseley School and Sixth Form is a Silver Unicef Rights Respecting School. We aim to be a school where children's rights are at the heart of our ethos and culture, to improve well-being and to develop every child's talents and abilities to their full potential. Both staff and students will learn about their rights and put them into practice every day. By learning about their rights our students will understand the importance of respecting the rights of others. There are many opportunities for our Rights Respecting Student Leaders to shape the development of our school.

There are many ways for students to extend their learning as well as exploring other interests. Illustration Club, build a Robot Club and Science Club and Games Clubs are just a small sample of wider opportunities available.

We also have many sports clubs for students to try out new sports, as well as representing the school in competitive fixtures. Students also have the opportunity to watch live sports events. Groups have recently been to Edgbaston to watch England play cricket, the NIA to watch the National Basketball Finals, the British Gymnastics Championship and Edgbaston Tennis Club to watch the AEGON tennis classic, which is the warm up event for Wimbledon.

In 2018 our school production of 'Fantastic Mr Fox' by Roald Dahl, achieved local acclaim and awards were achieved for our 2017 and 2016 productions of 'The Witches' and 'Our Day Out'. There are regular opportunities for students to perform music and drama throughout the year.

Our Moseley Edge Programme is based on the key skills of leadership, organisation, resilience, initiative and communication. At Moseley School and Sixth Form, students will complete three levels of the Edge Award. In Key Stage 3 they will complete the Apprentice Level, at Key Stage 4 they will complete the Graduate Level and in Key Stage 5 they will complete the Master Level.

Students select challenges that they can complete at home, in school time, by attending extra-curricular activities or in the local community. The aim of Moseley Edge is to inspire our youngsters to be confident in demonstrating their leadership, organisation, resilience, initiative and communication in a variety of different situations and therefore having the edge over other students in the local area when applying for universities and further employment.

In Year 7 and 8 the Junior Award Scheme for Schools (JASS) is a progressive learning programme for young people; a key aim has been to meet the challenges of the transition from primary to secondary. JASS develops the whole individual by offering recognition in four key areas – regular physical activity (Get Active, Stay Active), exploring a personal interest (My Interests), working for the good of the community or the environment (Me and My World) and completing an outdoor activity or challenge (Adventure) and is designed so that participants move from Bronze, to Silver and then to Gold with increasing levels of, commitment, learning, and challenge.

The prestigious Duke of Edinburgh's Award is recognised by universities and employers for its emphasis on character building. Students from Year 9 onwards can start training and preparing for a bronze, silver and ultimately a gold award. Planning and organisation are essential but resilience and leadership are also developed through the demands of the programme:

- Volunteering: helping others.
- Physical: improving in an area of sport, dance or fitness activities.
- Skills: developing practical and social skills and personal interests.
- Expedition: planning, training for and completion of an adventurous journey in the UK or abroad

