



# HR Officer

## Information Pack



Fullhurst Community College | Imperial Avenue, Leicester LE3 1AH  
0116 282 4326 | [www.fullhurst.leicester.sch.uk](http://www.fullhurst.leicester.sch.uk) | [office@fullhurst.leicester.sch.uk](mailto:office@fullhurst.leicester.sch.uk)



Dear Applicant,

It is a privilege to introduce myself as Principal and to thank you for expressing an interest in working with us here at Fullhurst Community College.

To be part of Fullhurst Community College is to transform lives. We are proud to serve a diverse community of over 1000 students, aged 11-16 years, on our large site in south west Leicester and are oversubscribed each year. As the first school in Leicester to be rebuilt under the 'Building Schools for the Future' programme, Fullhurst provides an exceptional environment in which to learn and work. Over the next four years we will expand from 1035 students to 1500 students. To facilitate this, a new build is being developed in conjunction with Leicester City Council on Ellesmere Road, the site of the old Ellesmere College.

In 2016, our Progress 8 measure was +0.48, the highest in Leicester and in 2017 it is +0.64, placing Fullhurst in the top 200 schools in England. This score is exceptional; demonstrating the strength of our curriculum and that all groups of Fullhurst students achieve beyond national targets. We are extremely proud of our students' progress and achievement which continues to increase year on year.

Fullhurst Community College was inspected by Ofsted in January 2018. The visit was the first short inspection carried out since the college was judged to be good in October 2012. We are very proud to announce that Fullhurst Community College continues to be good. The report states; "*Staff work hard to maintain the schools many strengths and improve the school further. There is a clear-sighted focus on improving GCSE outcomes, combined with a deep-seated moral commitment to serving the needs of the young people in the area, especially the most vulnerable.*" Challenge Partner reviews, most recently in 2017, suggest the school has many outstanding features. In June 2017, Fullhurst was recognised by the Department for Education as Secondary Regional Champion at the Pupil Premium Awards and in December 2017, we were extremely proud to be announced as the Leicester Mercury School of the Year 2017.

Your involvement in our journey to outstanding cannot be underestimated. You will have ample opportunity to share in and enhance our current good practice. The potential for your own professional development is outstanding and we provide excellent support for new staff.

If you have any questions please do not hesitate to contact the college on 0116 282 4326 or via email [recruitment@fullhurst.leicester.sch.uk](mailto:recruitment@fullhurst.leicester.sch.uk)

I look forward to receiving your application and accompanying letter, explaining why you are a suitable applicant for the position.

Yours faithfully

S Pigott  
Principal

Transforming lives



# Transforming lives at Fullhurst Community College



Fullhurst Community College's priority is to provide the highest quality education for every student in a supportive and inspiring environment. Behind the iconic 1930s façade on Fosse Road South, the modern, well-equipped and recently refurbished facilities at Fullhurst are second to none.

It is our aim that students leave the college as successful, confident and responsible young people equipped with academic qualifications as well as the personal and social skills to enable them to succeed and make a positive contribution to society. We take great pride in seeing our students flourish and move on as confident young adults.

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At Fullhurst Community College, we offer a broad and balanced curriculum designed to ensure that every student has the opportunity to fulfil their potential. Students follow personalised pathways for learning which meet their individual needs. All students learn more about the world around them in Citizenship and RE lessons and through our tutor programme. Careers education, information, advice and guidance is offered to students in each year at Fullhurst Community College including trips and workshops, work experience and mock interviews.

We strive to ensure that work is closely matched to students' abilities and rigorous enough to provide the challenge necessary for students to achieve their very best. We know that some of our students have individual learning needs which may affect their progress across the curriculum and we have a committed team of teachers and teaching assistants trained to support students with a variety of needs, able to facilitate in class support, small group work and individual one-to-one support. Students showing aptitude in specific areas will join our more-able groups which run in all curriculum areas.

The positive benefits of the Pupil Premium can be seen across the college and particularly in the increasing percentage of students making better than average progress. We were extremely proud to be announced as Secondary Regional Champion at the Pupil Premium Awards 2017. The award recognises the college's success in raising aspirations and ensuring disadvantaged students can fulfil their full potential. We're continually looking to improve the outcomes for our students.

## Our 2017 results:

- Fullhurst Community College's Progress 8 score for 2017 was +0.64.
- Fullhurst Community College's Attainment 8 score for 2017 was 45.12.
- 23% of all grades were A\* or A or grade 7,8 or 9.



Transforming lives

# Fullhurst Community College

## Reasons to join our team



Fullhurst Community College first opened its doors in 1991 and we have never been more excited about our future. There are currently 1036 students and over 150 teaching and support staff, housed in an attractive traditional building with a modern extension which opened in 2008. We also have a large, well equipped sports complex and grounds. In order to meet the essential need for additional school places locally and to enable us to transform the lives of even more young people, Leicester City Council are planning to expand Fullhurst Community College into the nearby vacant site, formerly occupied by Ellesmere College. This is a tremendously exciting opportunity. Getting these state of the art new facilities will not only allow us to welcome more new students to our college, it will also help us to continue to raise standards.

### We listen to our staff

Following a recent annual staff survey, 96% rated the performance of the college as good or very good. 97% said they would recommend the college to prospective parents.

### We value our staff

We have signed up to work towards achieving the Wellbeing Award for Schools (WAS). This award focuses on ensuring effective practice and provision is in place that promotes the emotional wellbeing and mental health of both staff and pupils. *"Staff value the support they receive from senior leaders as well as the focus on their well-being."* Ofsted January 2018

### What we can offer you:

- A comprehensive induction process, with all new teaching staff offered a mentor.
- Commitment to providing a supportive and developmental culture for all staff, through an extensive CPD programme.
- Collaborative planning sessions, where dedicated time is set aside for the department to plan collectively and therefore reduce workload.
- A comprehensive support structure.
- Developmental lesson observations which are not graded.
- Free access to our fully equipped on-site gym and preferable rates for college facilities hire.
- Cycle to work scheme - designed to promote healthy travel to work and reduce carbon footprint.
- Childcare scheme - allows money to be taken out of your salary before Tax and National Insurance.
- Eye care vouchers - help with your eye care if your work involves significant periods of time looking at a computer screen.
- Vectis discount card - an easy way to save in store on shopping, eating out and much more.
- Annual flu jab - to protect against those winter germs.
- Staff can always approach their line manager for assistance but they also benefit from a dedicated team who provide a confidential counselling service offering telephone or face-to-face appointments, 365 days a year.
- We're committed to equality and diversity. We have our very own Stonewall Champion and are committed to equal opportunities for everyone.
- We provide a wide range of activities and events for staff to relax and enjoy across the year including staff BBQs and sporting activities.
- We are part of the Teachers' Pension Scheme for teaching staff and the Local Government Pension Scheme for support staff.

# What staff have to say about Fullhurst Community College

"I started at Fullhurst in 2010 as an unqualified teacher, through the TeachFirst programme. I was greatly supported by colleagues in the maths faculty and across the college in those first couple of years in particular, and from day one enjoyed working with the incredible students we have here at the college. I have had the privilege of performing different roles here over the past few years, and have seen the college go from strength to strength in that time. Fullhurst is underpinned by its moral purpose. The culture of the college is driven by the want to give our students the very best experiences possible, enabling them to flourish academically and grow as young people. My favourite aspect of Fullhurst has always been the sense of community shown by the students, who in my opinion are incredibly accepting and supportive of one another."

**Mr T Hague**  
**Deputy Principal**

"I joined Fullhurst Community College in 2013 as a Cover Instructor. Having graduated from university at a later stage of my life, I wanted to make a contribution to society by working with teenagers from a similar background to my own. I initially started at Fullhurst Community College on a temporary contract because my intention was to apply to join a teacher training course after a few months. However, I quickly realised that working as a Cover Instructor was very stimulating and enjoyable and could be more than a 'filler' before a teacher training course. This, coupled with the fact that Fullhurst was keen to enable staff to develop their skills, persuaded me to accept a permanent position when it was offered. At Fullhurst, cover instructors are highly valued. We work closely with staff and students on a daily basis and assimilate ourselves in the workings of the school. This has enabled me to develop relationships of mutual respect and trust with colleagues and at the same time build positive relationships with my students. In my role I am fortunate to work with students from both an academic and a pastoral perspective. I enjoy the challenges which arise in my role whether they relate to behaviour or achievement and I take pride in the outcomes achieved during my lessons despite the fact that the regular teacher is not present. I joined Fullhurst because I wanted to make a difference to young peoples' lives. If you are genuinely interested in improving the lives of young people and you want to work with children from challenging backgrounds who have heaps of potential and great character then this could be the school for you."

**Ms F Bhattay**  
**Cover Instructor**

"I started working in education in 1992 as a teaching assistant in a primary school. In 1994, I began working as a TA at a secondary school mainly with two students with SEN, this was a very unusual role at the time. When the students left I became a science technician at the school. I joined Fullhurst Community College as a science technician in 2005. I have seen lots of changes over the years, for the better. I have been through several Ofsted visits with the college attaining higher outcomes each time. Working here is very rewarding, the staff are a great team, working together for the benefit of our students both academically and in their own personal development. Expectations of students are high and staff work together to help them achieve their best. Fullhurst is also a fun place to be!"

**Miss T Marlow**  
**Technician, Science**

"I joined Fullhurst Community College straight after a successful School Direct programme and completed my NQT year here. Fullhurst have a fantastic NQT programme where you gain outstanding support to help you develop to become the best teacher you can. Two years later I was fortunate to be offered the position of Head of Physical Education. The reason I applied to work at Fullhurst is their ethos of transforming lives. I believe that as a teacher, you can provide every student with equal opportunities so that they can reach their full potential and that is exactly what Fullhurst offer. Working with a variety of students from completely different backgrounds, I find to be very rewarding and enjoyable. Every day something new can happen which keeps you on your toes! I love working here because you feel like you make a real difference to our students' lives in both their academic and personal development."

**Miss M Bird**

**Head of PE**

"I started working at Fullhurst Community College as receptionist back in 2008. I chose to work here because I had heard positive things and wanted to be part of a school that was evolving. After a time, I found myself really enjoying the engagement with the students, at this stage I knew I wanted to be in a role that offered more and found myself interested in the pastoral route. I became the Assistant Head of Year 8 and enjoyed this experience very much. Later I progressed to Head of Year, rolling with our year groups and every year group brought its own challenges and rewards. Four years on and I am now the static Head of Year 11 and loving it. I really enjoy this role as I get to see the students through their most crucial year and help support them through college applications and exams. It is also amazing to come and be a part of results day and makes it all worthwhile! I enjoy working here because I like being part of a team and we have a fantastic pastoral team that is dedicated and committed to helping our students achieve their best. I enjoy the daily challenges and I look forward to even more future successes."

**Mrs R Buckle**

**Head of Year 11**

"I joined Fullhurst as an NQT in 2002 and I am now Curriculum Leader for Science. The college has provided me with so many opportunities to grow as a leader and as a person that I feel it is only right that I give back to the college, the students and the community. Every day we work tirelessly with young people to transform their lives. To work in such a diverse college, with so many talented people, is humbling as well as being a privilege. For many of our students, the college provides the only advantage they will have in their lives. It is therefore very clear to me that the students, the college and the community deserve the very best teachers and the very best leaders"

**Miss S Thompson**

**Curriculum Leader, Science**

Working at Fullhurst Community College has been the most enjoyable workplace environment I have ever been a part of. The college has allowed me to develop and succeed in a position that I never thought was possible for myself. I feel that as I have been working here, I have improved significantly and have had the freedom to do so with such a supportive group of colleagues.

**Mr Carl Perry**

**Teaching Assistant Level 3, SEND**

# Fullhurst Community College

## Recruitment advertisement



**Post title:** HR Officer

**Salary:** Grade 6 (£20,076 - £24,485 actual salary)

**Contract type:** Permanent 42 weeks per year (38 weeks term time, 5 training days plus additional 10 days during holiday to be arranged in conjunction with the Director of Resources around school priorities.)

**Hours:** 37 hours per week (Mon – Thu 8am-4pm with 30min lunch and Fri 8am-3.30pm with 30min lunch)

**Responsible to:** Director of Resources

We are seeking a confident and enthusiastic individual to take on the role of a Human Resources Officer and assist in the operation of the college's HR services and systems as part of the administration team.

The role includes the delivery of a high quality HR support for the recruitment of new staff and existing employees. The successful candidate will be highly motivated, flexible, with good IT skills and strong communication and interpersonal skills.

Fullhurst is in the top 200 schools nationally, the Department for Education 2017 Pupil Premium Secondary Regional Champion and 2017 Leicester Mercury School of the Year. We passionately believe in transforming the lives of young people from one of the most deprived communities in the UK. With over 50% of our students from disadvantaged backgrounds, we know that our success is genuinely doing this.

If you want to be part of our continued success, if you believe in improving the life chances of young people from disadvantaged backgrounds and if you are committed to success for yourself and your subject we look forward to receiving your application.

Further details, including the application form, are available from our website  
[www.fullhurst.leicester.sch.uk](http://www.fullhurst.leicester.sch.uk) or by emailing [recruitment@fullhurst.leicester.sch.uk](mailto:recruitment@fullhurst.leicester.sch.uk)

A letter detailing why you are a suitable candidate for the position should accompany your completed application.

Completed applications should be returned to Mrs Ruth Sharp, Assistant Business Manager, Fullhurst Community College, Imperial Avenue, Leicester, LE3 1AH  
or via email at [recruitment@fullhurst.leicester.sch.uk](mailto:recruitment@fullhurst.leicester.sch.uk)

**Closing date: Thursday 26 July at 9am**  
**Interviews to be held on Wednesday 1 August**

Fullhurst Community College is committed to safeguarding and promoting the welfare of all children and young people. Please note that an Enhanced DBS (Disclosure and Barring Service) statement will be obtained for the successful applicant.

# Fullhurst Community College

## Job Description



**Post title:** HR Officer

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**Responsible to:** Director of Resources

### Core purpose of the post:

To assist in the operation of the college's HR services and systems.

### Specific responsibilities of the role:

- Ensure the effective operation of systems and policies within the college and the development of its human resource service ensuring compliance with employment law and appropriate education legislation.
- Responsible for the administration of the HR function and processes.
- Responsible for administering the absence management procedures including the attendance and sickness process.
- Responsible for administering the recruitment process for all staff.
- To implement and co-ordinate the college's appraisal arrangements for all staff, using the college's chosen software and to lead staff training on the software.

### Job tasks: (Each task taking at least 10% of the post holder's time)

- Liaising with the Director Resources, administer the recruitment process for all staff including, advertising, shortlisting, interview arrangements, interviewing, letters of appointment, safer recruitment, vetting and barring checks, and liaising with the Director Resources, ensure correct payroll processing and contracts of employment.
- Ensure that the Single Central Record is maintained in line with DFE Safeguarding guidelines and ensure that safer recruitment and safeguarding processes are followed.
- Liaising with the Director Resources, undertake the administration of new starters including processing clearances, application forms and appointment checklist, drafting and creating personalised letters of correspondence to newly appointed staff.
- Liaising with the Director Resources, undertake the administration of leavers to ensure that payroll is informed and drafting correspondence.
- Support in the induction of new staff and oversee the running of the probation arrangements for all staff.
- Support the implementation and operation of all internal personnel policies e.g. discipline, grievance, capability, redundancy, absence monitoring, and equality schemes including the appeals process.
- Implement and coordinate the college's appraisal system and arrangements.
- Work with our HR advisors, Cummins, seek and make use of specialist expertise in relation to HR issues.
- Ensure that staff absence is monitored effectively and according to the policy, make referrals to Occupational Health where necessary.

- Deal with staff enquires and advise / signpost staff on employment and salary issues. Ensure that all manual and computerised HR records and filing systems are maintained as required, kept current and that any statutory returns are completed in a timely manner.

### **Other responsibilities**

- Undertake maternity risk assessments.
- Prepare annual salary statements for staff.
- Take minutes in meetings as required.
- Collate information, statistics and prepare reports as required by the Director of Resources.
- Within the sphere of responsibility, undertake project work when required.
- Attend relevant courses and any other training deemed reasonable within the requirements of this post.
- Follow the requisite procedures and legislation regarding confidential information.
- Ensure any relevant guidelines or policy changes are adhered to.
- Be proactive in the implementation of all college policies and procedures including equal opportunities policy, health and safety regulations, and safeguarding children in education - child protection policy.
- Undertake duties and tasks related to the above deemed reasonable by the Principal and Director of Resources.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified.

This job description is current at the date shown, but in consultation with you, may be changed by the Principal / Director of Resources to reflect or anticipate changes in the job commensurate with the grade and job title.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Fullhurst Community College

## Person Specification



**Post title:** HR Officer

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**Responsible to:** Director of Resources

Training and education	Essential (E) / Desirable (D)
English GCSE (A*-C) or equivalent qualification.	E
Maths GCSE (A*-C) or equivalent qualification.	E
Educated to A level standard or equivalent.	E
Educated to degree level or equivalent.	D
IT qualification or good knowledge of using Word, Microsoft, Excel.	E
Level 5 CIPD qualification.	D
A willingness to be trained in any other systems as required.	E
Experience and knowledge	
Experience of effective administrative support.	E
HR-related experience.	D
Knowledge of safer recruitment.	D
Experience of working in an educational establishment with knowledge of the main aspects of the organisation of secondary schools.	D
Experience of using Schools Information Management System (SIMS) to provide key data.	D
Experience of working effectively in a role demanding good organisational skills.	E
Knowledge of good practice, policies and procedures in schools/colleges including Child Protection.	D
Knowledge of Health and Safety at Work Act and the implementation.	E
Working knowledge of GDPR.	E
Qualities and skills	
Excellent communication and interpersonal skills with the ability to liaise with and gain the confidence of staff.	E
An appreciation of the need for honesty and confidentiality.	E
Ability to act decisively and a willingness to challenge others to produce positive outcomes.	E
Ability to work independently, demonstrating initiative.	E
Ability to develop and maintain efficient record keeping / management information systems, providing accurate records and reports as required.	E
Ability to work flexibly and prioritise.	E

Ability to reconcile priorities, work to tight deadlines problem solve and be flexible with working hours when necessary.	E
Self-motivated and able to work autonomously and as part of a team.	E
To work to a high standard with attention to detail.	E
Display a professional approach to the role with a positive attitude to professional development.	E
Equal opportunities	
Commitment to equal opportunities and equal value for all.	E
Must be able to recognise discrimination in its many forms and willing to put the college's equality and diversity policy into practice.	E
Other conditions	
A willingness to attend training courses and train other staff as required.	E
A polite and helpful manner to staff, students, governors, parents and the wider community.	E
Must satisfy relevant pre-employment checks e.g. Disclosure and Barring Service (DBS).	E