

Generations Multi Academy Trust



Apprentice – HR Support

February 2024





GENERATIONS MULTI ACADEMY TRUST

Apprentice – HR Support

Salary £14,450 (during the first year); core working hours of 8:00am to 4:00pm Monday to Friday, with one day allocated as a Study Day per week

We are offering the opportunity to join our Trust as an Apprentice, developing key workplace skills within our busy HR Department. You will be working in a small, dynamic team dealing with the administration of employment paperwork, supporting recruitment processes/pre-employment checks, developing skills on our online HR system, and answering basic employee queries.

The Trust will fund a Level 3 qualification in HR Support, providing time and support to complete the course requirements.

You will be able to demonstrate excellent time management, and the ability to manage and prioritise multiple demands within a busy working environment. You will also have excellent written and spoken communication skills, and work confidently with all commonly used ICT applications.

In return, we can offer you:

- funding and support to undertake a level 3 qualification in HR Support
- expert mentoring from within HR, plus networking with other Trust apprentices
- the opportunity to work with professional, committed and ambitious colleagues in a genuinely collaborative working environment
- highly aspirant schools, with engaged students
- the opportunity to gain on the job experience, whilst studying for a relevant qualification
- personalised professional development, considered best practice within Hertfordshire
- a comprehensive staff benefits package

If you are interested in this exciting role, please contact the HR Team at hr@generationsmat.herts.sch.uk for the recruitment pack and further information on the role and Trust.

Closing date for applications: Wednesday 28th February

Interviews will be held: Week commencing 4th March

The Trust reserves the right to process applications as they are received, and early applications are encouraged. Previous applicants need not apply.

Generations Multi Academy Trust is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Please note that this role 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final

warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Further information is available on the school's website.



JOB DESCRIPTION



Generations Multi Academy Trust Job Description

JOB TITLE:	Apprentice - HR Support
LOCATION:	Predominantly based at Goffs-Churchgate, with deployment to Goffs and other Trust schools, as required by the business
GRADE/HOURS:	<p>Full Time: 25 days holiday, plus bank holidays</p> <p>Core hours: 8am – 4.00pm – flexibility may be required on occasion, in line with the needs of the business; all Apprentices will be offered one Study Day per week</p> <p>Salary: £14,450 Per Annum</p>
PURPOSE OF YOUR JOB:	Support the MAT's Human Resources Department by providing day to day assistance across the Trust.
REPORTING TO:	<ul style="list-style-type: none"> • HR Manager
STAFF REPORTING TO JOB HOLDER:	<ul style="list-style-type: none"> • n\a
CONTACTS WITHIN THE TRUST:	<ul style="list-style-type: none"> • Trust leadership • All teaching and support staff within the Trust
CONTACTS OUTSIDE THE TRUST:	DfE, EFA, Local Authority, Hertfordshire for Learning, Visitors, External Organisations, recruitment agencies.
MAIN TASKS AND RESPONSIBILITIES:	<p>HR Core Duties with the Generation Multi Academy Trust</p> <ul style="list-style-type: none"> • Recruitment and Induction administration • Advertising vacancies across the MAT • Administration of contracts, references, medicals, sickness and absence, DBS and recruitment checks • Updating Access HR system • Administration of occupational health referrals • Basic HR administration and filing • Trustee appointment administration • Supporting Trust HR policies • Assisting with the running of interview days • To take care of your own and other people's health and safety

	<ul style="list-style-type: none"> • To be aware of the confidential nature of issues • To work within school policies and procedures
<p>KNOWLEDGE, EXPERIENCE, SKILLS AND TRAINING TO BE DEVELOPED THROUGH THE APPRENTICESHIP</p>	<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of child protection procedures • Maintain an up-to-date knowledge of current initiatives and thinking • Microsoft Office Applications (Word, Excel and Powerpoint) • School Information Management Systems (including Access People) • Evidence through a DBS check and recruitment process of suitability for working with children • Ensure full confidentiality and respect for sensitive student, staff and stakeholder information, and compliance with all data protection regulations, reporting any concerns to your SLT Link or the Chief Executive Officer / Principal. • Must be flexible, able and willing to work extra hours to meet business needs. The need to follow the policies, systems and procedures of the Trust <p>Experience</p> <ul style="list-style-type: none"> • Experience working with a variety of different people, evidencing excellent interpersonal skills • Experience being a highly effective team member <p>Skills</p> <ul style="list-style-type: none"> • The ability to work unsupervised/ experience of working in busy environments • Excellent oral and written communication skills • Experience of being a highly effective team member • Ability to show both sensitivity but also rigour in working with a wide variety of stakeholders and to respond promptly to requests for support • The ability to remain calm and work well under pressure • Strong interpersonal skills • Organisation and efficiency • The ability to demonstrate initiative • The ability to provide administrative support in a school environment <p>Training</p> <ul style="list-style-type: none"> • A Level 3 qualification in HR Support with time and support to complete the course requirements

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 Trust will endeavor 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.

This job description is current at the date shown, but following consultation with you, may be changed by Trustees to reflect or anticipate changes in the job which are commensurate with the salary and job title.



PERSON SPECIFICATION



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HR Support - Apprentice

No	Categories	Essential / Desirable	Assessed by:	
			App Form	Interview/ Task
QUALIFICATIONS				
1.	5 GCSEs (incl. Maths and English Grade 4 (or equivalent) Support will be provided via the Apprenticeship programme for individuals who have not received this level	E	✓	
2.	Post 16 Qualifications i.e. BTEC or A-Levels	D	✓	
3.	Evidence of continuing professional development and training	D	✓	✓
EXPERIENCE				
4.	Education sector experience	D	✓	✓
5.	Experience of completing tasks within tight deadlines	D	✓	✓
6.	Experience of managing multiple demands within a busy working environment	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
7.	Excellent written and spoken communication	E	✓	✓
8.	Excellent time management, with the ability to prioritise and organise work effectively and efficiently	E	✓	✓
9.	Ability to demonstrate tact, sensitivity and discretion	E	✓	✓
10.	Good ICT and record keeping skills	E	✓	✓
11.	Ability to plan and develop effective working systems	E	✓	✓
12.	The ability to form and maintain appropriate and positive relationships with students and adults	E	✓	✓
13.	Full working knowledge of relevant policies/codes of practice/legislation	E	✓	✓
14.	Ability to maintain strict confidentiality in all matters	E	✓	✓

PERSONAL QUALITIES				
15.	An engaging manner both in person and over the telephone, able to confidently engage with new people and build a rapport	E	✓	✓
16.	A strong commitment to both the school/Trust values and ethos, plus own professional conduct and ethics	E	✓	✓
17.	Commitment to support the school/Trust's agenda for safeguarding and equality and diversity	E	✓	✓
18.	High attention to detail within all areas of work	E	✓	✓
19.	Deal with all stakeholders both positively and pragmatically	E	✓	✓
20.	A firm commitment to continuing professional development	E	✓	✓



**INFORMATION ABOUT THE
GENERATIONS MULTI
ACADEMY TRUST**



Information about the Generations Multi Academy Trust



Welcome to our information pack about the Generations Multi Academy Trust and its three schools, Goffs, Goffs-Churchgate and Flamstead End School.

Goffs is a mixed 11-18 comprehensive Academy with approximately 1,600 students on roll, including a thriving and successful Sixth Form. The school is extremely popular in the local area, with an average of over 800 applications annually for the 240 places available, and significant waiting lists for places across the year groups. On intake, students are of an ability level (KS2 APS) significantly above that of the national average although the school is a true comprehensive school and admits a good mix of students of all ability levels.

Goffs-Churchgate is a fully mixed comprehensive school from 11-16 years of age, with 605 on roll. The school has rapidly established a very strong reputation in the area, and is now consistently oversubscribed. In addition, the school recently received its OFSTED report from May 2022, which graded the school as “good” with outstanding features.



One of the school’s key strengths is its highly cohesive and supportive community. As such, the decision to cap student numbers at 600 is entirely deliberate, enabling us to maintain a strong sense of community where everybody knows everybody else - if you visit, you cannot fail to be struck by this. It is a very special part of who we are.

The post offers a genuine opportunity to work in a school community that changes the lives of the young people we care for.

Flamstead End School is a thriving primary school in Cheshunt with approximately 485 children on roll. It has a Preschool, 60-place nursery offering 30 hours provision and two classes per year group from Reception to Year 6. The school has high expectations around achievement and behaviour and is ambitious for pupils. Flamstead End is a 'Therapeutic Thinking' school and seeks to understand and support children's behaviour so that they are able to learn and achieve to the best of their ability. The school is a tight knit community, with a well-established staff who care for one another and the children in their charge.



Professional Working and Learning Environment

Goffs was among those named as part of a £2billion Government scheme, the Priority Schools Building Programme. As a result, Goffs received a completely new build and facilities, and moved into them in January 2017. The school has further invested in an additional new building, which opened in April 2022, which includes 8 brand-new classrooms, as well as a state-of-the-art fitness centre run by Lifestyle Fitness, with whom we work in close partnership.

This significant investment of funds by the Department for Education is a further recognition of the outstanding work being undertaken by the school, and represents another fantastic opportunity for our community. Our school building provides a light, modern, professional and fit for purpose working environment for all.

Goffs-Churchgate has benefited from brand new facilities, opened in October 2016, including professional teaching and learning facilities for all subjects. The school also benefits from a recently installed 3G playing surface for PE; a gym with a professional sprung floor; a Dance Studio; recent refurbishment of additional classrooms and an indoor swimming pool. The new facilities provide a light, modern, professional, and fit for purpose working environment for all. The Trust has also invested significantly in modernising additional teaching spaces, providing a fantastic environment for our students and staff

The Generations Multi Academy Trust

In early 2016, Goffs Academy received a direct approach from the DfE asking that they consider establishing a Multi Academy Trust and work in partnership with other schools. As a result, the Generations MAT, GMAT, was established from 1st September 2016, with Goffs as the lead school within the Trust. Subsequently, the Trust took over the former Cheshunt School and established Goffs-Churchgate Academy, which is now another thriving secondary. Goffs-Churchgate is a fully mixed comprehensive school from 11-16 years of age, with 605 on the roll. Recognising that not all children thrive in large secondary schools, the Trust made a deliberate decision to offer both a larger and much smaller secondary school for local parents to choose between. As such, the decision to cap student numbers at 600 is entirely deliberate, enabling us to maintain a strong sense of community where everybody knows everybody. Both secondaries enjoy extremely high levels of Year 6 applications, with both being fully over-subscribed. Flamstead End Primary joined the MAT from 1st January 2023, and is another highly successful, thriving and nurturing community, rated “outstanding” by Ofsted. All of the schools are within close proximity of each other and share many activities, including CPD for staff. One of the Trust’s fundamental principles is that no one school is in any way more important or successful than the other. As such, CPD and other events are rotated through all schools in the Trust, with everyone learning from and sharing with each other. This collegiate and collaborative approach permeates our Trust.

From Spring 2023, the MAT opened nursery provision on the Goffs-Churchgate site, with subsidised and term-time only places for staff. The nursery is run by Ashbourne Nurseries - <https://ashbournedaynurseries.com/>

The MAT is extremely clear about its daily purpose, reflected in its motto of “No Set Destiny for Any Child.” All of our schools, leaders and staff fiercely believe in the life-changing nature of education and work tirelessly to that end, day in and day out. There is no set destiny for any of the children in our care; rather, our daily work across the piece allows children to forge new futures and destinies.

The MAT is extremely financially secure. Finances are overseen by a Chief Finance Officer with considerable financial expertise in the private sector, plus a highly experienced Finance Manager. The Trust deliberately created an Income Generation function, and extensive lettings and business development work now takes place across all sites in the MAT. This additional income – now yielding in excess of £500k per annum – underpins generous levels of staffing at both schools, plus many “extras” that would otherwise be unaffordable in the current funding climate. As one example, all teacher loadings were reduced from 19/20 as a direct result of the additional monies coming into the Trust via this income generation work.

We are looking forward to further widening our Trust and to working in partnership with both primary schools and further secondaries. Further information about GMAT can be found here: <https://generationsmat.com/>

Outcomes

Our strategy for continuous school improvement has had huge success and we are actively committed to ensuring that our very popular and successful school, plus the wider MAT, continues as a centre of excellence in the community.

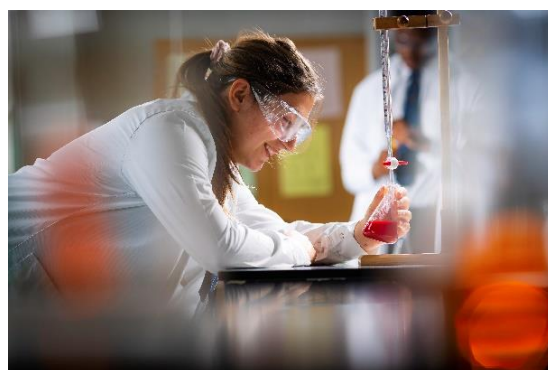
Exam results in 2023 were another year of huge success for Goffs. GCSE highlights include:

- Student progress outcomes which remain above national average
- 75% of students achieved grade 4 or more in English and Maths and 55% achieved 5 or more in both
- English grade 4/5 or more: 77%/64%
- Maths grade 4/5 or more: 80%/61%
- Percentage of grade 7 or more in all subjects: 29%

Crucially, students were well supported in progressing onto a range of exciting destinations. The majority of Year 11 students have continued their studies in the Sixth Form at Goffs, with all others securing a place in further education or training. 65% of Year 13 students secured a university or college place to start in autumn 2023.

At A Level, continuing the upward trend of recent years, students achieved another excellent set of exam results, including an overall 100% pass rate. The wide range of university or further education courses onto which students have progressed include Law, History, Geography, Maths, Finance, Physics and Biomedical Science, whilst many other students progressed directly into employment or apprenticeships. Our Sixth Form has an excellent reputation in the local area, over the past three years the numbers of students applying to join our Sixth Form has continued to increase, such that we now have approximately 400 Sixth Formers within our school community.

We are, of course, very proud of these outcomes. Equally, we are clear that they reflect the start of our journey, not the end. As such, we target set in the top 10% of all schools nationally and strive at all times to meet ambitious targets. We are committed to a cycle of continuous improvement and aspiration and are keen to appoint a colleague who shares that vision, determination and a restless quest for even higher outcomes. All of these factors combine to make Goffs a very exciting and rewarding community to be a part of.



Goffs-Churchgate secured an impressive set of GCSE outcomes in 2023. For the third successive year of published performance measures, the score achieved outstanding progress measures which are significantly above National Averages (2023 +0.32, 2022 +0.47, 2019 +0.47).

- The overall P8 of 0.32, remains significantly above the national average
- The outcomes across all the headline measures are comfortably above the national average
- English and Maths progress scores, continue to be comfortably above the national average
- The outcomes in the 'other' element are very strong, and significantly above the national average, with an overall P8 score of 0.62
- Male outcomes are significantly above the national average, and above female outcomes. This is in contrast to the national trend where an achievement gap of around 0.50 remains with Females outperforming Males
- SEND outcomes are significantly above the national average and comparable to non-SEN.
- The combined pass rate for English and Maths at grade 4+ was 62%
- The proportion of students who achieved English and Maths at grade 5+ was 45%, a 28% increase in the last three years

To achieve such fabulous progress in such a short period of time, is testament to the school's staff and students. We know that this success represents just the start of their journey, and that very exciting times lie ahead.

Community

Our schools pride themselves on their sense of community – both within the school itself, and in the wider locality. Visitors to our schools unfailingly comment on a very real sense of community, coupled with warmth and pride. Our schools are members of Cheshunt Extended Services (ChExS), offering a variety of extended school and community-based activities for both students and parents. Our students actively support local charity work such as the Isabel Hospice and maintain strong links with our local primary schools.

Goffs and Goffs-Churchgate also benefit from a thriving student leadership programme, with students leading on key development projects of their choice, ensuring strong student voice and participation across the Trust. We firmly believe in every student feeling a strong sense of community, and on entering each school, every student is placed in a House. Each House is led by a team of student House Captains and has a clear sense of identity. Regular competitions and assemblies strengthen this sense of community. Each year the House Captains decide on a possible group of charities to support, with

students then voting for their chosen school charity and subsequently arranging a variety of fund raising events throughout the school year. Such work is indicative of the ability of students in the Trust to empathise with the needs of others, and further develops their capacity to work successfully in a variety of social settings.

We regularly bring visitors from the community into school to work with students, and maintain strong links with our local secondary schools. Each school's facilities are used for evening and weekend lettings, including superb sporting facilities, as well as holiday classes, providing opportunities for a diverse range of users including the Greek School, and local dance and sports groups.

Across the Multi Academy Trust a large variety of annual school trips give students the opportunities to sample different cultures, whilst an extensive programme of off-site visits provides opportunities for students to experience the diversity that exists within the UK, including theatre, galleries and museum visits.



Our schools are proud to be truly community-based schools, with students and staff from different religions and a number of languages spoken in each school. As a Trust we recognize and celebrate what makes us unique and different, and acknowledge that we are also part of one community. Our aim is for everybody to feel valued and respected and we strive hard to ensure we create a positive culture within the schools to enable this to happen.

Care, Guidance and Support

Successful learning takes place when students feel safe, confident, respected and valued, and are engaged. The Trust believes in supporting and nurturing all students in their quest to become successful learners. As such, we place a high value on pastoral care as an integral part of the life of each school.

We promote positive attitudes towards learning and provide a caring and supportive environment within our community. Continuously nurturing, supporting and developing our students is hugely important to us and significant investment is made in each school's pastoral structures.

Staff Development

The Trust has an extremely strong reputation for staff development both teaching and support staff. Developing the next generation of school leaders, both middle and senior, and future Headteachers for those who wish to pursue this, is a responsibility that we take very seriously.

We have a full suite of staff leadership development which staff can join be they an ECT or highly experienced colleague, whilst I chair the national Leadership Partner School network, a group that brings together schools dedicated to developing outstanding leadership skills throughout their communities, and which allows us to visit other network schools, to attend national conferences and to share best practice.



In addition to innovative whole staff training days, we disaggregate a number of hours for training every year. This allows staff development to be highly personalised as staff can opt for the training which best meets their needs, including the opportunity to do a research project in partnership with Cambridge University. Many use their disaggregated time to coach others or to receive coaching. Moreover, there are specific training sessions for ECTs and other interested staff which run each week after school.

We also place a lot of emphasis on 'on the job' training and support. A thorough induction scheme is available to all new staff, and mentors/buddies are assigned to guide you through those new routines. Finally, external courses can of course be booked if, on very rare occasions, we cannot cater for a particular training need in house.

Leadership Development

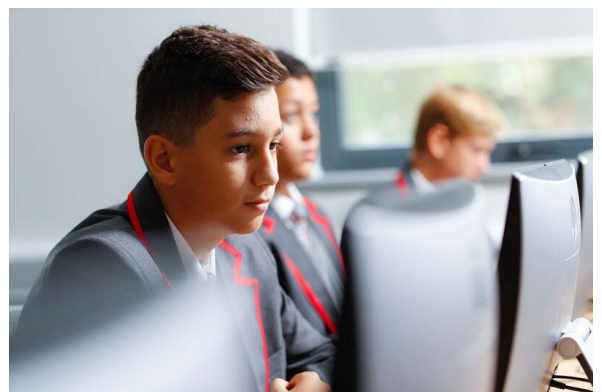
The Trust's Leadership Academy encompasses both staff and student leadership development through a series of student led groups and staff leadership pathways. The staff programme specifically provides opportunities for:

- Aspiring Middle Leaders
- Aspiring Senior Leaders

All pathways are personalised for the individual and staff receive one to one support from a mentor alongside working on a whole school project. Both support staff and teaching staff are welcome to join the Leadership Academy at any point in their career.

A full suite of leadership training is offered with a range of sessions including:

- Communicating vision and values
- Developing your leadership approach
- Building a high performing team
- Supporting your team
- Leading your team day to day
- Quality assuring effective teaching
- Observation for improvement
- Using data for impact
- Fostering positive behaviour for learning
- Leading and managing innovation and change



Attendance to all training sessions leads to certification by the SSAT. In addition, we encourage aspirant Senior Leaders to take part in the SSAT 'Stepping Up to Senior Leadership' training programme, which includes four external sessions throughout the year. As part of the Trust's commitment to developing future leaders, a number of the existing Senior Leadership Team across both secondary schools gained experience through an 'Associate' SLT position before gaining substantive leadership posts.

Trust Staff Benefits

Alongside our very strong focus on outstanding professional development and promotion opportunities, we also offer a range of benefits including the following.

Competitive base salary with a tailor made development plan aimed at enhancing your future [earnings] potential through:

- High quality, personalised CPD
- Bespoke leadership development programmes
- Subsidies for Masters and Degree courses
- Secondment and shadowing opportunities
- The potential to work across more than one school across the Trust to develop career-enhancing skills and knowledge

Access to a wide range of health and wellbeing resources including:

- Employee Assistance Programme via a market-leader offering a wide range of health and wellbeing resources plus access to counselling for staff and their immediate family
- Occupational Health service providing guidance on managing health conditions in the workplace
- New, professional and fit for purpose working environments
- Access to a range of sports and leisure facilities including a fully equipped gym and swimming pool
- Free flu jabs
- Subsidised social events
- 100% attendance reward – day in lieu, taken at each school’s discretion

Further benefits:

- Supported Nursery provision with Ashbourne at any of their nurseries in the **Buckinghamshire, Essex, Hertfordshire, Northamptonshire, and Bedfordshire area:**
 - 15% discount for all Trust staff
 - Term time only places are available
 - A school day would be 9.00am – 3.00pm
 - “Sundries” would be applied to a child taking up a funded only space (e.g. 30 hours funding only). This covers the cost of meals, snacks, nursery resources and consumables
- Onsite car valeting at a reduced price
- Substantially discounted membership to Lifestyle Fitness’s state of the art purpose built gym at Goffs Academy
- Free tea and coffee for staff

Additional financial incentives including:

- Exam marker payment of £400 plus 2 days paid leave to do the marking (1st year)
- Payments for staff taking weekend sporting fixtures: staff paid £200 for leading a minimum of six Saturday fixtures plus 6 weekly training sessions
- A daily allowance of £50 for school trips taken over a weekend or any school holiday

- A £1,000 Employee Referral Scheme (i.e. finder's fee) for any qualifying positions that you refer the successful candidate for: £500 on the person starting, and £500 if the person is still at the school 12 months later

Alison Garner
Chief Executive Officer

February 2024