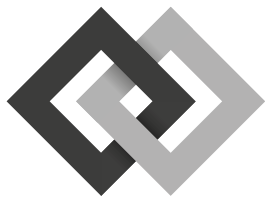


Enriching lives; transforming futures - starting with you.



**FAIRFAX**  
MULTI-ACADEMY TRUST

**JOB TITLE**  
**HR Assistant**





## Welcome from the CEO

### Dear Applicant

**FMAT was established in 2014 by a group of dedicated individuals who were committed to “enriching the lives and transforming the futures” of our students. Since I joined the Trust in February 2020, there has been a strong emphasis on the growth and development of the Central Education and Business Teams to support efficiencies and improve outcomes through strategic collaborative work, all of which is of great benefit to our students, staff, and the wider community.**

FMAT serves over 4000 students in the West Midlands, ranging from 4-18 years of age: with approximately 50% from a disadvantaged background, 18% on the SEND register and 15% EAL. Our vision is that every child within the Trust, regardless of their background, will attend an Academy that offers high-quality education. This means:

- » Every child is recognised as an individual and has access to first-class pastoral care because we want them to be happy.

- » Every child benefits from a wide range of enriching opportunities because we place great emphasis on their personal development.
- » Every child benefits from dedicated leaders, teachers and staff who are relentless in their ambition to improve the quality of teaching in our academies because we know excellent teaching is key to transforming the futures of our students.

This role poses an exciting opportunity for the right candidate to fulfil their vocation, whilst making a real impact, raising standards and consequently “enriching the lives, and transforming the futures” of our young people. They deserve nothing less.

**For any potential candidates that wish to have an informal discussion, please contact Michelle Dolphin, PA to the CEO, by email at [m.dolphin@fmat.co.uk](mailto:m.dolphin@fmat.co.uk)**

**Simon Jones | CEO**  
Fairfax Multi-Academy Trust



# Our Trust

## OUR MISSION

Our Trust was formed in 2014 and has grown to include four academies, which provide education to over 4000 students within the Birmingham and Solihull regions. The Trust is firmly rooted in its mission to 'enrich lives and transform futures' and our moral purpose ensures that we aim to achieve this within a diverse range of communities, serving children from ages 4-18 years.

We achieve our mission by ensuring our students access a broad and wide-ranging curriculum whilst being supported in a structured, kind and caring environment. Our students have access to extensive extra-curricular opportunities because we place great emphasis on their personal development.

## OUR APPROACH

FMAT's philosophy is that each Principal leads and make decisions within their Academy, whilst operating within a framework that adheres to the Trust's Mission, Vision and Values.'

The Trust's Strategic Aims filter down into every area of our organisation, through the Annual Delivery Plan, Academy Improvement Plans, and individual Performance Management Objectives, which ensures that all employees are ultimately working together to achieve our mission to "Enrich Lives and Transform Futures".

Centrally, there is an established business function which includes Finance, HR, Estates, Communications and Marketing, Data and Governance. Within the central Education Team is the School Improvement Team (SIT), which includes Leads in the following areas: Pastoral, Maths, English, SEND and Professional Learning. Following the Trust's Model of School Improvement and using the concept of CSI (Challenge, Support and Intervention), they support our Academies to bring about improvements.

## OUR VISION

Our vision is that every child within the Trust, regardless of their background, will attend an Academy that offers high-quality education.

This means:

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## OUR VALUES

Our mission and vision are underpinned by our values which guide all our activities every single day in order to support all our students to achieve their full potential regardless of background.



### EXCELLENCE

We strive for the highest quality to ensure excellence outcomes and personal achievements.



### DEDICATION

We believe there is dignity in hard work and effort.



### INTEGRITY

We believe in openness, honesty and have a real sense of moral purpose.



### TRADITION

We believe in good manners, kindness and respect.



### AMBITION

We aim to be the best that we can be, in all that we do.





# Our Benefits

At Fairfax Multi-Academy Trust staff wellbeing is prioritised in order to ensure that our staff feel valued and are equipped with a broad range of strategies, resources and services to accommodate their needs.

## MENTAL HEALTH WELLBEING

- » Counselling
- » Wellness Hub
- » Mental Health First Aiders
- » Hub of Hope
- » Wellbeing updates
- » Menopause awareness training
- » Stress management guide
- » High-quality staff training
- » Trust-wide email communication guidance

## PHYSICAL WELLBEING SUPPORT

- » Free flu jab
- » Access to fitness programmes – including yoga, HIIT and more
- » Access to physical activities – during our Trust-wide wellbeing week
- » Diet and nutrition webinars

## FINANCIAL WELLBEING SUPPORT

- » Educational support
- » Salary sacrifice scheme
- » Flexi Perks
- » Perkbox subscription
- » Financial management



I have enjoyed working collaboratively with FMAT colleagues in Trust Network Groups (TNGs) and I have benefited from a range of CPD opportunities that have prepared me for middle leadership. For example I am currently studying for an NPQLT through Ambition Institute.

*Laura Walton, CL Art, Bournville School*





# Professional Learning

At Fairfax Multi-Academy Trust (FMAT) we believe that professional learning is an entitlement for all of our employees and that regular training enables our colleagues to continually focus on their areas of growth and make improvements, along with upskilling themselves in order to secure the career path of their choice. We also understand that effective professional learning empowers its' employees to pursue a moral purpose of helping students to thrive and as a result, it is a key component to achieving the Trust's mission to "enrich lives and transform futures".

FMAT have invested in various services and partnerships to provide a wide variety of options in relation to further training opportunities.

Members of staff benefit from the far reaching work of Trust wide team and strategic network groups. These groups work collaboratively across the Trust to ensure the best practice is shared and that strategies for effectively reducing workload are explored and implemented. Colleagues from all academies for the membership of these groups and new members of staff are encouraged to become active participants once they have settled into their new roles.



## LEADERSHIP

- » National College
- » The Key for Leaders



## TEACHERS

- » ARK
- » Ambition
- » Apprenticeships
- » The Key
- » QTS Career Stage Professional Learning
- » Handsam



## BUSINESS SUPPORT

- » Apprenticeships
- » National College
- » Handsam







## How to apply

To apply please visit our Careers Page by clicking on the link below.

FMAT Careers

For candidates invited to interview, these responses will be explored further, together with the other elements of the Person Specification.

*All appointments are subject to satisfactory references and eligibility to work in the UK.*

### FURTHER INFORMATION

Should you have any queries or would like a confidential conversation about the role, please contact our recruitment team on:

**[recruitment@fmat.co.uk](mailto:recruitment@fmat.co.uk) or call 0121 788 4100**



# Job Description-HR Assistant

**Responsible to:**

HR Business Partner

**Salary:**

£28,163-£29,572

## JOB PURPOSE

To provide a proactive, forward-thinking, trust-minded, competent and consistent HR service across the Trust and contribute to the overall success of the HR function.

To support the HR team on a daily basis with HR related matters and provide confidential HR administration service.

To provide first line support for any incoming queries. Including regular onsite support for each Academy/Central Team.

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of HR Business Partner than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is provisional and is subject to regular review.

## MAJOR DUTIES AND REQUIREMENTS

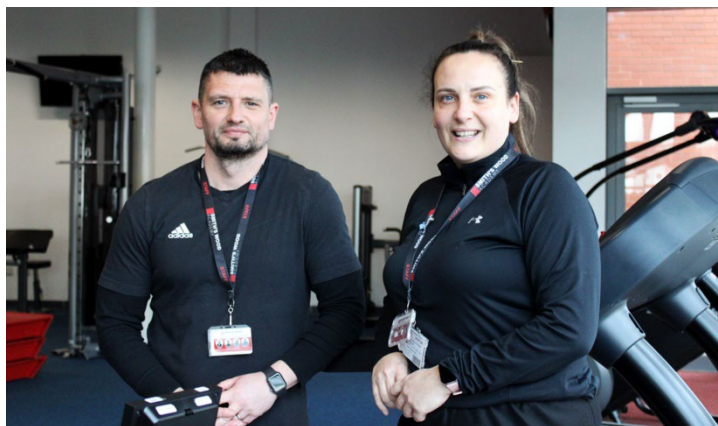
- Provide first line support for all HR queries across the Trust, verbal and in writing, and respond to these where appropriate or escalate these to the relevant colleague(s) as necessary.
- Provide an all encompassing HR administration service, relating to the whole employees life cycle
- Ensure the HRIS and other related systems are updated with all relevant personnel information.
- Provide the HR Advisors with regular reports to support case management
- Track and monitor staff absence, ensuring return to work and informal meetings are carried out promptly. Escalating to the HR Advisors when required
- Arrange Occupational Health Assessment, completed referrals and request GP report when requested.





# Job Description-HR Assistant

- Support HR Advisors to manage case load via HRIS
- Support HR Advisors to prepare documentation for meetings, letters and reports as required.
- Produce reports via the HRIS for relevant stakeholders where necessary.
- Ensure that risk assessments are carried out by line managers and recorded on the HRIS in support of our employees.
- Support the Recruitment and Onboarding Coordinator in completing and issuing new starter paperwork.
- Complete pre employment checks for new starters.
- Support the onboarding and induction administration of all new starters.
- Carry out all onboarding and offboarding administration to HR maintained systems.
- Maintain accurate CPD records on the HRIS
- Attend relevant meetings at academy and Trust level.
- Ensure that the resignation process is completed informing relevant parties of required steps, including ensuring exit interviews are completed.
- Provide on site Academy and Central team support in the form of regular HR Clinics.
- Ensure all SCR data is accurate on the HRIS carrying out regular quality assurance checks.
- Complete reference requests ensuring accurate information is provided
- Support the wider HR administration upon Request including taking notes at meetings
- Support the HR Advisors as necessary.
- Support the Payroll Team where required.



## GENERAL

- Promote and safeguard the welfare of students you come into contact with.
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents, raising any concerns in a timely manner.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training, other learning activities and performance development as required.
- Engage actively in the performance review process.





# Job Description-HR Assistant

## Person Specification

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Experience/knowledge/qualifications	Essential	Desirable
Educated to GCSE level A* - C or equivalent in English and maths	ü	
Working towards CIPD Level 3 Foundation Certificate in Human Resources Practice or Diploma of Business Administration – Level 2 or IT Skills and Office Administration - Level 2 or equivalent	ü	
Experience of working in HR or administration (school or Education Sector experience a plus)		ü
An understanding of terms and conditions of employment in schools		ü
Good knowledge of IT systems and proficient in the use of MS Word, Excel, PowerPoint, Outlook and e-mail	ü	
Experience of using HR systems (or willingness to learn)	ü	
Fully proficient in typing, keyboarding and note taking accurately	ü	
Highly organised and able to manage multiple priorities		
Excellent interpersonal and communication skills	ü	
Good knowledge of standard office procedures and equipment	ü	
Good knowledge and understanding of safeguarding requirements in a school setting		ü



“

The staff at Smith's Wood are committed, caring and ambitious. We all want the best for the students and outcomes for the school that we are proud to work in.

*Emma Douglas, Maths Teacher,  
Year 11 Achievement Leader*





ENRICHING **LIVES;** TRANSFORMING **FUTURES**

**EXCELLENCE.**  
**DEDICATION.**  
**AMBITION.**  
**INTEGRITY.**  
**TRADITION.**

