



BILBOROUGH
SIXTH FORM COLLEGE

Appointment of Human Resources Administrator

OUR VISION: To become a national hub for excellence in 16-19 education.

Introduction from David Shaw

College Principal



I'm delighted that you've expressed an interest in the position of Human Resources Administrator at Bilborough College, which is a part-time, permanent post within the College. This post provides an excellent opportunity for an effective and organised admin professional to join a highly successful and over-subscribed sixth form college.

You will be joining a flourishing institution with strong student outcomes, fantastic enrichment and development opportunities, and an innovative and creative teaching and learning culture. As a result of its excellent reputation, student numbers have grown steadily by over 100 in the last 3 years and the college is now looking to expand its capacity of 1850 students.

Our dedicated team of staff are committed to providing the very best learning opportunities and support for the young people we serve. All members of the college community benefit from a bright, modern and well-equipped, purpose-built college campus, located close to junction 26 of the M1 Between Nottingham and Derby.

In November 2019, Bilborough College converted to Academy status and joined the Better Futures Multi Academy Trust, a new Multi-Academy Trust, designed with sixth form colleges in mind and sponsored by Coventry University. Bilborough College joined King Edward VI College, Nuneaton, as a founding member of the Trust, followed by Gateway Sixth Form College, Leicester in April 2020. Bilborough remains a sixth form college in name, ethos and educational character and as a result retains its unique position in Nottinghamshire and Derbyshire, whilst enjoying the benefits of working as part of a larger entity and collaborating with colleagues across the multi-academy trust.

Joining a dynamic and dedicated HR team, you will provide a high-quality and efficient HR service to the College by ensuring there is effective admin support to the Director of HR and the HR officer. You will undertake a number of HR related admin tasks under the direction of the HR Officer. The ideal candidate will be highly organised, enthusiastic and enjoys working in a fast paced environment.

We are looking for someone who:

- Is flexible and able to work under pressure and proactively, both independently and as part of a team.
- Is clear, confident and professional in their communication – both verbally and in writing.
- Has excellent IT skills, particularly within Microsoft Excel.
- Can be discrete, flexible and professional attitude, the ability to prioritise and make sound decisions.
- Is flexible, able to work under pressure and proactively, both independently and as part of a team.

Further details about the college and how to apply are included in this pack. Should you decide to do so, we look forward to receiving your completed application by **9am on 12th 2021**. If you would like to speak to us about the role and/or process, please contact the HR department on 0115 851 5847 or by email at hannah.reeves@bilborough.ac.uk.

“Everyone has a dream...sometimes you need a little help to achieve it...that's what Bilborough College is here for”

Olivia (Year 12)

College overview

Bilborough Sixth Form College came into being in 1975 when it converted from Bilborough Grammar School. The college continues to operate from the same location, catering solely for students aged 16-19. The college attracts students from the cities of Nottingham and Derby as well as the surrounding areas of Nottinghamshire, and south-east Derbyshire.

Having moved into its current, purpose-built campus in 2005 the college has been effective in increasing student numbers over the intervening period. There has been steady growth of around 7% in each of the last 3 years and we currently have just over 1850 funded students enrolled on 16-18 Study Programmes made up of A Levels and Level 3 Applied General Qualifications. The college's main qualification aims comprise approximately 73% A Level, 7% Applied General qualifications and the remaining 20% a combination of both.

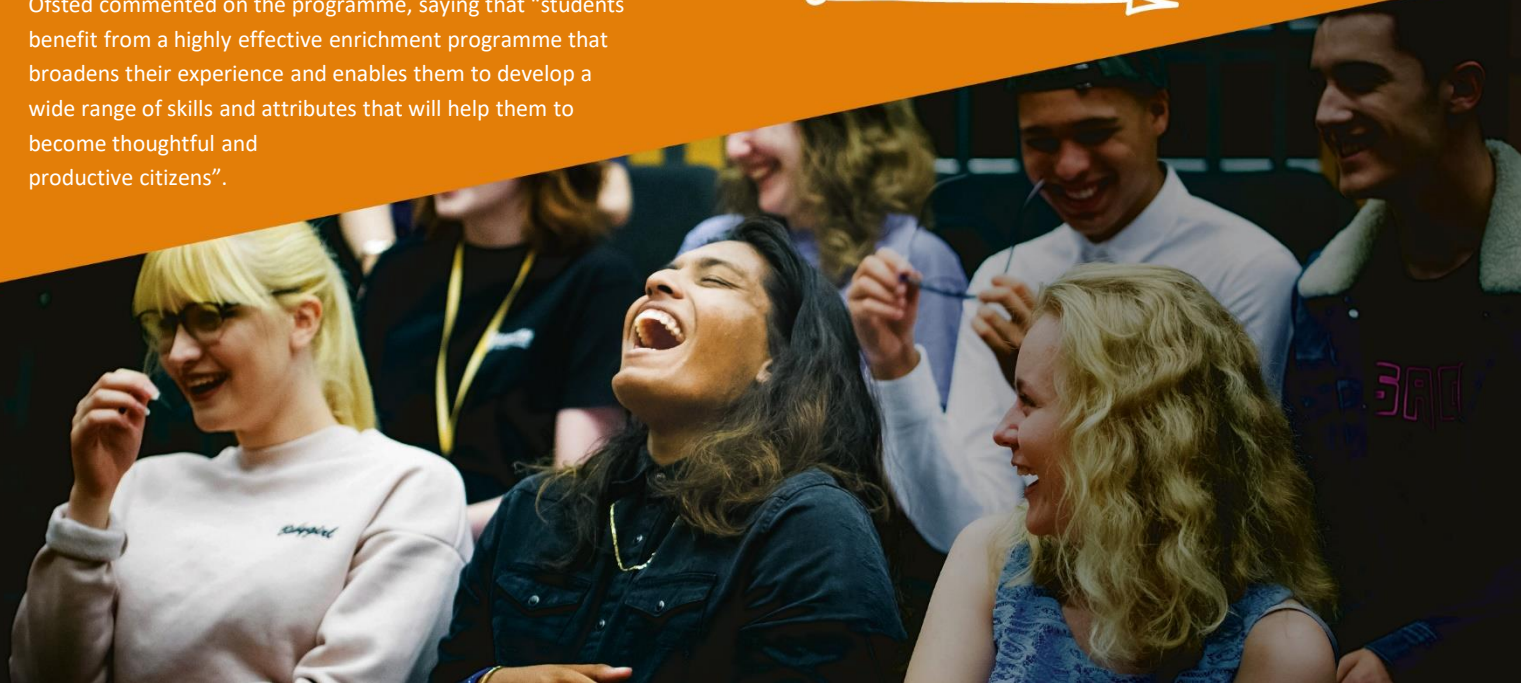
Our most recent Ofsted report in January 2020 (rated "Good") highlights the strong emphasis we place on preparing students for their next steps and their characters. This approach is embedded in the College's broad and varied enrichment programme, presented under the 'Bilborough Xtra' brand.

Bilborough Xtra' is a distinctive feature of our offer. This provides an important element of individual study programmes, helping students to develop transferable skills and make themselves more attractive to universities and employers. It involves additional qualifications, work experience and encounters with employers / higher education as well as a host of other informal activities and learning experiences.

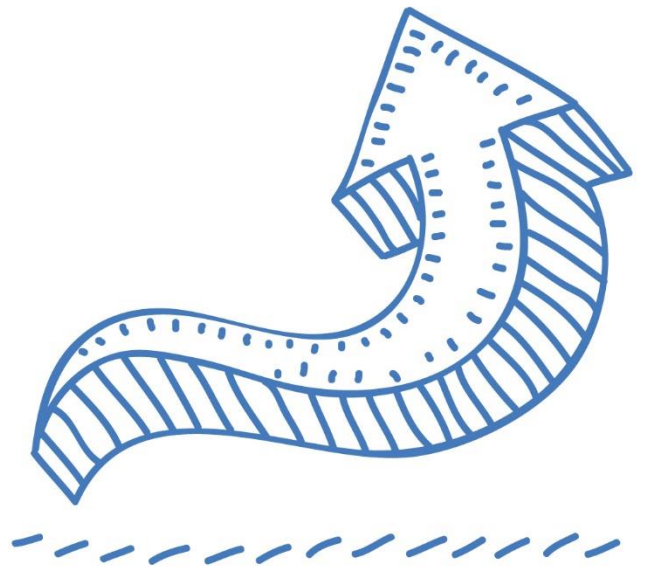
Ofsted commented on the programme, saying that "students benefit from a highly effective enrichment programme that broadens their experience and enables them to develop a wide range of skills and attributes that will help them to become thoughtful and productive citizens".

"Diversity in not just people, but in the range of experiences to become involved in, makes Bilborough quite extraordinary"

Meegan (Year 12)



Better Futures Multi Academy Trust



Our Mission (Why do we exist?)

To transform the futures of young people through excellence, innovation and opportunity

Our Vision (Where are we heading?)

To become a national hub for excellence in 16-19 education

For Bilborough College, joining the Trust was a natural step in our collaboration with a leading university and other Sixth Form Colleges. It also provides a unique experience for our students. The financial resilience and capacity of each college has been enhanced by joining the MAT, ensuring continuity for students and support for our strategic vision. Membership of the Trust provides fresh and innovative opportunities for our students that raise aspirations, accelerate progression and ensure even better-quality provision for all students through sharing expertise with new partners. New and high-quality staff development opportunities across the Trust help us to continue to retain talent and to attract the best staff.

The Senior Leadership Teams at each of the existing colleges within the MAT work together with the CEO, Trust Board and Local Governing Bodies to help shape the Trust's future vision, its policies and ways of working., whilst enhancing the unique identity of each college.

The key strategic aims of BF Mat include:

- Establishing new ways of approaching 16-19 education, leading to transformative provision for students and staff;
- Maximising the agency of students in improving the design, delivery, evaluation and leadership of our provision, for example through establishing ourselves as a national leader in developing the student voice;
- Creating and embedding an inclusive culture where all of our people can become the best they can be, to thrive, enjoy their work and better navigate the challenges of an ever-changing world.

“Bilborough college has allowed me to aspire and achieve goals I thought were never achievable. It truly is the best college ever!!”

Abdus (Year 12)

Bilborough College quality and performance

The college was last inspected by Ofsted In January 2020 and was confirmed as continuing to be a 'GOOD' provider in all key judgements. Inspectors judged that "leaders and managers focus well on the quality of education and place a strong emphasis on preparing students for their next steps and on developing their characters."

The College has an ambition and a clear plan of action to build on its success and deliver an outstanding student experience and outstanding student outcomes in future years.

Over 70% of our students go on to higher education - a large proportion to research-intensive universities such as the Russell Group - and the remainder into higher level apprenticeships with high status regional or national employers, employment or further training. The college places a high priority on preparing students for successful progression, supporting them to develop the necessary skills, attitudes and resilience. In terms of the impact of this on students' progression to university, UCAS data indicates that a high proportion of our applicants to higher education are successful in gaining places overall at university.

"Where else would you go for great A-levels other than Bilborough College!"

Poppy (Year 12)

In addition, the most recent HESA reports show that a high proportion of our alumni who progress to higher education leave university with first or upper second-class degrees (10% above the state sector average for schools and colleges in the most recent data). This is a particularly strong characteristic for those of the college's students who live in areas with low participation rates (11% above the national average in the most recent data).

Student outcomes 2019 and 2020

Pass Rates

- In 2019 the A Level pass rate was 98 per cent, meaning that the pass rate had been at least 98 per cent for the past 15 years.
- In 2020, the A level pass rate based on centre-assessed grades increased to 99.2%

High Grades

- In 2019 a total of 49% per cent of grades were A*-B
- In 2020, the percentage of A*-B grades increased to 56% based on centre-assessed grades.

In terms of measures of students' progress:

- Our Level 3 Value Added score for A Levels has been above average for the last 3 years
- The GCSE maths and English scores were +0.82 and +0.97 respectively

The college self-assessed as Good for 2019/20 following the Ofsted judgement in January 2020. The College's quality improvement plan identifies the steps we are taking to build on the College's success on our journey to Outstanding.



Bilborough College ethos

We are proud that in January 2020 Ofsted recognised the College as a “welcoming and inclusive place” where “learners feel safe, do not worry about bullying” and where student behaviour and conduct is “exemplary.” Students “have very good attitudes to study and take pride in their achievements.”

The Ofsted report highlights that students are proud of their College, enjoy attending and are enthusiastic about their experiences. Teachers have “high expectations of what students can achieve” and “students enjoy productive relationships with teachers.” Teachers “create a vibrant atmosphere in lessons in which students work hard and thrive.”

We attribute our success to our committed and talented staff team. At Bilborough, expert teachers, specialist personal tutors and support staff work together to provide a purposeful learning environment where students can be themselves, are treated as responsible individuals and given the support and challenge they need. We provide a relevant, broad and rich curriculum so that our students can reach their full academic and wider potential while developing the independence, resilience and awareness necessary for success as responsible global citizens. We are especially proud of our high-quality offer for enrichment and extended studies known as ‘Bilborough Xtra’ which Ofsted noted offers “useful additional learning opportunities that help students to become well-rounded individuals .”

We provide our staff with extensive CPD opportunities as a College and on a cross-MAT basis to encourage them to be the best they can be and support their wellbeing. As a staff team we are inclusive, open and actively engaged in our work. We encourage staff to be their whole selves at work in a positive and reflective culture where staff and students are willing to take risks and learn from their mistakes in order to keep improving.

Although we're larger than a school sixth form, help is always available for students from our dedicated Student Support Team. Each student is assigned a personal tutor to provide them with pastoral support and review their academic progress. Students also receive support from the College's Learning Support Team, Student Counsellors, Student Welfare Officer and Student Wellbeing Coaches. The College has a minimum entry requirement of 5 GCSE passes at Grade 4 and above, usually including maths and English Language. Beyond that subject entry requirements are set out to ensure that students enrol for courses on which they have the best chance of success. We also provide a very effective resit programme for the small minority of students who have not yet achieved a grade 4 or above in GCSE maths or English Language. We're large enough to have the flexibility to meet almost every sensible subject combination. This is coupled with excellent careers advice from our in-house team, helping students take the best possible route to achieve their ambitions.



“Coming to Bilborough is taking a leap of faith. And now I'm flying”

Siena (Year 12)

Our values...

Ambitious: We are committed to creating exceptional learning experiences for our students, staff and communities. We seek creative solutions to our challenges and are always striving to connect new ideas with concrete realities.

Curious: We have a love of learning and a strong desire to know more. We constantly ask questions of ourselves and others, embrace new approaches and aren't afraid to make mistakes.

Involved: We are inclusive, open and are all actively engaged to make a difference to the communities we serve. We value and celebrate our communities' diversity of thought, expertise, experience and background.

Supportive: We support each other's work and we support each other as individuals, both professionally and personally. We help each other to make decisions that improve our work and benefit our students, staff and community.

Genuine: We always tell the truth, own up when we've made mistakes and deal with the consequences of our actions. Our actions reflect the things we say and the values we believe in.

Optimistic: We view everything with a positive eye and an open mind. We strive to foster an environment of optimism, even in the toughest of situations.

Our Educational Objectives...

Our educational objectives bring together our mission, vision and values. They help us measure our progress toward achieving our vision as set out in our strategic aims and objectives and encourage the application of our values.

These objectives are to:

Providing excellent **teaching and learning experiences** creating students who are engaged, curious and achieving beyond their initial expectations.

Encouraging the **holistic development of students**, ready for the wider world and already active in making a positive contribution to that world.

Ensuring an open and **reflective culture** where all staff and students are willing to take risks and learn from their mistakes in order to keep improving.

Co-creating a **collaborative culture of continuous improvement based on feedback** that helps us thrive and move forward.



“Here, my future is already taking shape”

Daniel (Year 12)



College facilities

The college operates from a purpose-built, single site which incorporates the main college building, playing fields, tennis / 5-a-side courts and a sports centre. Other curriculum delivery spaces include science and technology labs, fine art and photography studios, a theatre, dance studio and rehearsal space as well as standard classrooms. There is a central library and independent study spaces plus distributed break out areas, a student support hub, refectory, cafe and shop.

“I love the relaxed nature yet hard work ethic the students and teachers have, which creates a brilliant atmosphere to socialise and learn in ”

Matthew (Year 12)

College finances

The college has a financial health rating of Good with the ESFA. In-year performance is in line with the budget for the year. All members of the senior leadership team contribute to the process of financial planning and budgeting. Management accounts are produced each month and scrutinised by SLT and governors.



Governance and leadership

The college's Local Governing Body has 16 governors with a wide range of relevant professional skills and backgrounds represented. This includes two student governors, two staff governors and two parent governors.

The Local Governing Body provide excellent support and challenge to the College's Senior Leadership Team. The Former Chair of Governors is now a member of the Trust Board since the College's transfer to BF MAT in November 2019.

“At Bilborough I can finally be myself”

Elissa (Year 12)

Along with the Principal, the Senior Leadership Team comprises:

- Director of Curriculum and Quality
- Director of Student Engagement and Progress
- Director of Student Support Services
- Director of Teaching, Learning & Assessment
- Director of Human Resources
- Director of Marketing, Information and Administration
- Director of Finance (MAT based)
- Administrative Officer for SLT/ Clerk of corporation

The College has a wider Curriculum Management Team comprising 8 Heads of Faculty, a Head of BTEC and Head of Bilborough Xtra. The team meets regularly with SLT members and acts as a vital forum for refining strategies and policies and as an engine for implementing improvement across the college. Course Leaders for each subject provide operational support and guidance to teaching staff teams.

Why work with us:

Teaching in a sixth form college offers many of the benefits of both the secondary school sector and the Further Education (FE) sector. Bilborough College is an exciting, inclusive, dynamic and hugely rewarding place to work. Here are just some of the reasons why:

Post – 16

It is a particular privilege to focus specifically on the higher order skills and knowledge that make up A Levels and Level 3 Applied Generals. Debate, discussion and exploration of the specification and beyond are what makes teaching post-16 so rewarding.

Behaviour and conduct

In our 2020 OFSTED report it was noted that, “The College is a welcoming and inclusive place.” “Students’ behaviour and conduct are exemplary.” As a post-16 provider, we put a strong emphasis on developing our students into young adults and onto the next stage of their chosen career path. We encourage them to not just study, but to contribute to College life and offer a wide range of enrichment activities, work experience and College trips. We provide a very positive environment and encourage equality and diversity. We promote high levels of respect and tolerance within in the College and deal with very rare instances of misbehaviour easily and rapidly

Our Students

Year on year, the vast majority of our students who apply to university are successful. Many of our students will be the first in their family to do so. Working with these young people means you have the opportunity to make a real and significant impact on their lives. You will be in a position to make a dynamic difference to their futures and that’s what being a teacher is all about; making a difference to young lives.

Newly Qualified Teachers (NQTs)

We believe newly qualified teachers should receive extra support in their first year of teaching and beyond. Whether you trained in Secondary Education or Further Education, we will help you to become a qualified teacher. We have a Lead Staff Coach for Teaching, Learning and Assessment who will guide you through your first year of teaching and help you achieve Qualified Teacher Status (QTS) or Qualified Teacher Learning and Skills (QTLS) status. All NQTs will have a 10% reduction in timetable and will have opportunities to participate in regular professional development activities.

Staff Wellbeing

We place considerable emphasis on ensuring the wellbeing of our staff. As well as a team of supportive managers who work with staff to identify and implement strategies to support staff and reduce workload, the College also has a staff-led wellbeing group who devise and implement a range of activities to support wellbeing and social interactions including staff quizzes and free pilates for staff at lunchtimes. Staff also have access to ‘wellbeing supervision sessions’ as well as free counselling sessions with a qualified counsellor if required.

Terms & Conditions of Employment

The terms and conditions for staff are based in national terms and conditions for Support Staff working in sixth form colleges (‘the Lilac Book’) and agreed by the Sixth Form Colleges Association (SFCA). This includes working time and salary scales.

Salary - The salary will be on the pay structure of the SFCA Support Staff pay scale. Salary progression is considered on an annual basis.

Working Time - A full time member of staff works 37 hours a week, 8.30am-4.30pm (with a 4pm finish on a Friday) The leave entitlement for a full time member of staff is 22 days (this increases up to 28 days with continuous service) In addition to the above, staff receive paid leave for statutory bank holidays and College closure days (currently there are 8 bank holidays and 5 College closure days)

Pension - The successful candidate will be eligible to join the Local Government Pension Scheme and you will automatically become a member unless you opt not to join.



Job details

Post:	Human Resources Administrator, 22.5 hours/week, term time only +10 days
Grade:	Scale Point 4 on the SFCA Support Staff pay scale £19,926 - £22,032
Location:	Bilborough College, Nottingham
Responsible to:	HR Officer

Overall/key purpose

The role of Human Resources Administrator is to coordinate and undertake a number of HR related tasks and to provide general support to the Human Resources Director and Human Resources Officer in providing an efficient and effective HR service.

Main Duties and Responsibilities

Payroll and Pensions Administration

1. To coordinate and undertake payroll and pension administration, in line with College and Teachers Pension Scheme and Local Government Pension Schemes and ensuring the process is administered effectively, including:

- Completion of Pension Forms and administration for both LGPS and TPS, including new starters, leaver notifications and changes to hours and salaries.
- Preparation of information/documentation for payroll processing ensuring that payroll services are informed of starters and leavers, sickness, maternity, paternity and other leave affecting pay, and all other contractual changes, affecting salaries.
- Processing annual pay increases including incremental pay progression, support staff standards payments and produce relevant correspondence etc.
- Operating a 'brought-forward system' for payroll changes to ensure accurate administration of payroll information.
- Undertaking salary calculations as appropriate and respond to queries from staff and line managers regarding pay as appropriate.

2. To liaise with Teachers' Pensions and the Local Government Pensions as appropriate and provide non-specialist advice to staff/ sign-post staff where necessary.

Systems, Record Keeping & Reporting

1. To create and maintain personnel files and computerised data, processing amendments (to personnel data, salaries, etc.) and inputting leaver details, etc.
2. To oversee and administer the systems for records of leave of absence, holiday and sickness absences, including the production of reports, as necessary.
3. To utilise the computerised personnel information system (Unit-E) to its full potential in order to support / assist in the college's human resource management. This includes the creation of reports and system development to ensure an effective, efficient and streamlined service provision.
4. The creation ad hoc statistical figures and reports using the Computerised Personnel Information System report generator (currently Unit-e) for both internal and external purposes and to prepare regular statistical information and reports (e.g. equal opportunities monitoring, HR performance indicators) along with completion of annual surveys to third parties such as SFCA and AoC.
5. To file all personnel related paper and electronic documentation, including utilisation of software for scanning and saving electronic files (currently Infonic).
6. To manage an archiving system, including the annual review, storage and deletion of recruitment and personnel files and the maintenance of archive records, in accordance with college policy.
7. To ensure accuracy and confidentiality of personnel systems and records, including compliance with data protection legislation.

Specific responsibilities – continued

Pre-employment Checks and Safer Recruitment

1. To coordinate new starter checks, including compiling offer letters, chasing up of all new appointment documentation in accordance with the appointment checklists (e.g. medical clearance, references, qualifications, barred list and DBS checks, Right to Work).
2. To maintain the College's Single Central Record in accordance with legislation and college procedures, updating the system and ensuring all pre-employment checks have been completed prior to commencement.
3. To liaise with managers to ensure that any personnel working on College premises have appropriate checks in accordance with safer recruitment requirements – for example enrichment staff, third party contractors etc. to liaise with HR colleagues regarding any risk assessments required.

Contracts & Conditions of Service

To manage the processing of staff contractual changes including:

1. Preparation of offer letters and related correspondence following new appointments.
2. Preparation of employment contracts and correspondence relating to changes to terms and conditions of employment within the required timescales with guidance from the HR Officer and HR Director;
3. Coordination of temporary contract changes, including fixed term contracts, temporary additional hours, honorarium payments etc. including liaison with line managers and HR colleagues as appropriate;
4. Providing routine advice to staff regarding terms and conditions of service including maternity and parental leave, special leave etc.

Sickness Management

1. To ensure an efficient system of sickness absence notification to line managers (in consultation with the Cover Coordinator for Teaching Staff) and sickness absence monitoring through appropriate record-keeping, in line with college policy.
2. To advise and provide notification of sick pay entitlement in the case of long-term sickness absences (eg half pay, SSP), liaising with line managers and Human Resources colleagues to ensure good case management.
3. To produce reports for sickness triggers and liaison with line managers regarding the requirement for return to work meetings and sickness management.
4. To support the HR officer in sourcing cover for absence where necessary including liaison with employment agencies where required.

Supporting Recruitment & Selection Activities

To support the HR Officer in the coordination of recruitment and selection activities including:

- a. Preparation and placement of recruitment adverts and application packs, including the preparation of job descriptions and person specifications in liaison with line managers;
- b. Preparing shortlisting packs and notifying the HR Officer of any disclosures contained in application forms in line with the recruitment policy (e.g. adjustments required for interview);
- c. Preparing correspondence relating to recruitment including interview, reference and reject letters to unsuccessful candidates.
- d. Assisting in the staff recruitment activity schedule and undertaking recruitment analysis (including advertising media success and equal opportunities monitoring statistics for all vacancies).

Supporting wider HR activities

1. To support the Director of Human Resources and the Human Resources Officer with wider aspects of the HR service as and when required for example maintaining casework records, HR projects etc.

General Duties and Personal Responsibilities

All Members of staff have a responsibility for promoting and safeguarding the welfare of children and young persons they are responsible for, or come into contact with. As a member of support staff, the postholder will have minimal contact with students. This will most likely occur whilst moving around the college premises. The postholder will not be authorised to use physical intervention techniques unless specifically identified and authorised by the Principal under the Physical Intervention Code of Practice. Such authorisation may be on a permanent or long term basis relative to the nature of the person's job, or short term for a specific event, e.g. a college trip. The people concerned will be explicitly informed of the authorisation, to ensure they are aware of and properly understand what the authorisation entails. Training or guidance from a senior member of the teaching staff may be arranged if appropriate.

To act in accordance with provisions of the College Staff Code of Conduct.

To abide by the College Data Protection Policy.

To use information technology systems as required, in compliance with the College IT Policy.

To carry out the responsibilities of the post with due regard to all or any of the College equality and diversity policies.

To operate in accordance with Health and Safety Legislation, which specifies that all employees have a duty to work safely and not to put others at risk.

a. To be responsible for own self-development on a continuous basis, including undertaking/participating in training as appropriate.

b. To be responsible for the professional review / appraisal, and training and development of staff under your line management.


To comply with and follow all other college policies and procedures in force (available on the college intranet) and also with the conditions of service stipulated within the contract of employment.

To contribute to divisional, section wide and whole college activities and arrangements as appropriate and as directed by the line manager

To undertake such other duties as the college management shall deem appropriate for the level of responsibility involved.

Terms and Conditions – as detailed in the contract of employment





Professional conduct

All Staff are expected:

- To work as directed to implement the Trust and College's Strategic Plan and achieve its mission.
- To attend and contribute to team and wider staff meetings.
- To accept the shared responsibility with all colleagues for management of student behaviour through collective oversight of the College during the day.
- To set targets for personal and professional development as part of the review process and to take action to complete them.
- To engage constructively with the college's 'Subject Showcase' and 'Departmental Learning Visit' activities, seeking and acting on feedback resulting from the process.
- To support the completion of the 'Student Perception Questionnaires' (SPQs), seeking and acting on feedback resulting from the process.
- To support, as required, the College's liaison work with local schools and other partners.
- To participate in regular and appropriate professional development linked to your own goals.
- To participate in parents' evenings as required. To work positively and inclusively with colleagues, students, parents / carers and other partners.
- To participate in college Open Days / Evenings as required and contribute to the production of publicity materials.
- To adhere to the college's Safeguarding Policy and related safeguarding procedures and fulfil their responsibilities as a staff member and pass on concerns to appropriate designated safeguarding leads.
- To act with due regard to the college's equality, diversity and inclusion policies.
- To act in accordance with provisions of the College Staff Code of Conduct.
- To use information technology systems as required, in compliance with the College IT Policy.
- To abide by the College's Data Protection Policy
- To operate in accordance with Health and Safety Legislation, which specifies that all employees have a duty to work safely and not to put others at risk.
- To comply with and follow all other college policies and procedures in force (available on the college intranet) and also with the conditions of service stipulated within the contract of employment.
- To undertake such other duties as the college management shall deem appropriate for the level of responsibility involved.

Person specification - criteria	Essential/Desirable	Assessed *
Qualifications		
Level 3 Qualification	D	S
5 GCSEs including English, Mathematics or equivalent	E	S
Willingness to undertake further training relevant to the role	D	S
Knowledge and Experience		
Experience of working in a customer focused environment	E	SI
Previous Administration Experience and maintaining computerised records	E	SI
An understanding of the role and practices of HR	D	SI
An understanding of pre-employment checks and safer recruitment practice	D	I
An understanding of the Education sector	D	SI
Skills and Abilities		
Excellent interpersonal skills with the ability to liaise effectively with a wide range of contacts	E	SI
Excellent administration skills and a methodical approach to work tasks	E	SI
Excellent organisational skills with the ability to plan and deliver your work within set timescales and work under pressure	E	SI
Ability to interpret data and produce reports using excel	E	SI
Good level of IT literacy including the ability to use the HR software systems and Microsoft Office	E	I
Ability to input data and complete paper records with a high level of accuracy	D	I
Good numeracy skills with the ability to undertake pay calculations	E	I
Ability to deal with sensitive information and maintain confidentiality	E	I
Good level of IT literacy including the ability to use the HR software systems and Microsoft Office	E	SI

Person specification – criteria continued...	Essential/Desirable	Assessed *
A strong practical commitment to ensuring the promotion of equality, diversity and inclusion in all aspects of college and trust activity	E	SI
A strong understanding of and commitment to the principles and practices of Safeguarding and the Prevent duty	E	SI
Personal Attributes		
Excellent interpersonal skills with the ability to work effectively in a team and a commitment to collaborative working	E	I
An enthusiastic with a deep commitment to excellence	E	I
Aware of own strengths and areas for development with the passion for CPD	E	I
Excellent organisational skills with the ability to plan and deliver work within Service Level Agreements	E	I
A positive approach to change and resilient, determined and optimistic in the face of difficulties and challenge	E	I
Ambitious for the College and committed to the values of the College and the Trust	E	I

*Assessed at S – Shortlisting Stage; I - interview Stage, SI = Shortlisting and Interview

** NQTs are welcome to apply



How to apply



Further information

Any initial enquiries about the post or the appointment process should be directed to the HR department on 0115 851 5847 or by email at Hannah.reeves@bilborough.ac.uk. We can arrange for you to have a discussion about the job role or the College if you have any queries before submitting your application.

Applying

To apply for this role please follow visit the College's TES recruitment portal:

<https://www.tes.com/schools/employers/1053050/current-jobs>.

This link can also be accessed through the 'job vacancies' section of the College's website www.bilborough.ac.uk.

You will need to complete an on-line application form and submit a supporting statement in which you demonstrate how your skills, abilities and experience make you a suitable candidate for the role. Please give specific details of how you meet all aspects of the person specification marked with an 'S' and 'SI.' CVs will only be accepted alongside a completed application form

To request an application form in an alternative format, please contact Abii Banjoko, HR Assistant on 0115 851 5847 or by email abii.banjoko@bilborough.ac.uk.

Safeguarding Children and Young People

Bilborough College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All staff appointments are subject to the following pre-employment checks:

- Identity checks
- Right to work in the UK
- Previous employment history and exploring gaps in Employment
- Verification of relevant work qualifications
- Medical checks
- References
- ISA Children's List and DBS check (including overseas 'Certificate of Good Conduct' as appropriate).

Closing Date for Applications:
9.00 am on 12th July 2021

Interviews to be held:
Week commencing 19th July 2021



Hannah.reeves@Bilborough.ac.uk

Tel: 0115 851 5861

www.bilborough.ac.uk

College Way, Nottingham NG8 4DQ
(Map and directions on our website)