

**Kickstart Your Career in HR: Join Us as an
Apprentice HR Assistant.**

Nexus Education Schools Trust

**Apprentice
HR Assistant
Recruitment Pack**



Nexus Education Schools Trust

Job Advert

Join Our Team as an Apprentice HR Assistant

Are you ready to play a pivotal role in shaping the future of our Trust schools? As an HR Assistant, you'll be at the heart of our mission, ensuring every staff member enjoys a seamless journey from recruitment to resignation. Your efforts will be instrumental in creating a welcoming and efficient start for all new hires, setting the stage for their success.

Why Join Us?

- **Impactful Work:** Be part of a team that directly influences the success and well-being of our staff and pupils.
- **Professional Growth:** Gain valuable experience and develop your skills in a supportive and dynamic environment.
- **Collaborative Culture:** Work alongside passionate and dedicated professionals who are committed to making a difference
- **Mission-Driven:** Contribute to a Trust that values integrity, excellence, and the continuous improvement of our schools.

Key Responsibilities

- **Be the Backbone of Recruitment:** Support the recruitment and onboarding process, making sure every new employee feels valued and prepared from day one.
- **Master of Administration:** Handle contractual changes with precision, working closely with payroll and finance teams to meet all deadlines and ensure smooth monthly operations.
- **Operational Support:** Assist the HR Business Partner with both administrative and operational tasks, contributing to the overall success and efficiency of the HR department.

Salary	Apprentice Salary £23,000 - £24,000
Apprenticeship	You will be studying for a Level 3 apprentice in HR Support. The apprenticeship is a 18 - 24 month course and once completed is equivalent to 2 A levels. The apprenticeship is designed for entry level positions in HR and will complement the work you will be undertaking as an HR Assistant. Further details of the apprenticeship which is delivered by Apprentice Team Ltd can be found in the attached Apprenticeship Guide.
Location	Nexus Education Schools Trust Brackley Road Beckenham BR3 1RF www.nestschools.org
Hours	36 hours a week (Monday-Friday), 52 weeks per year
Contact	If you are interested in applying for this role and would like further information please contact Tracey Warne Head of People twarne3@nestschools.org or call 020 8289 4767 ext. 150
Start Date	To be discussed
Closing Date	Midday on 1 April 2025 Email application forms to recruitment@nestschools.org We reserve the right to close the advert early if we receive sufficient applications.
Interviews	From 7 April 2025

Nexus Education Schools Trust

Nexus Education Schools Trust (NEST) a rapidly growing Multi-Academy Trust with 20 vibrant primary schools across Bromley, Kent, Lewisham and Southwark. Over the past five years, we've invested in state-of-the-art facilities, ensuring our schools provide exceptional learning opportunities for every pupil.

We are proud partners with a number of multi-academy trusts and groups of maintained schools, creating a collaborative network that enhances educational experiences across the region. As part of our commitment to developing outstanding teaching, we also oversee the Thames South Teaching School Hub, delivering high-quality teacher training and professional development in Bromley, Bexley and Greenwich.

At NEST, we believe in the power of collaboration. Our schools are united by a shared dedication to creating a culture of continuous learning, where inclusion is at the heart of everything we do. Each school plays a vital role in building a strong, interconnected professional learning community, driving success across our entire trust.

We are driven by a clear, moral purpose:

“To provide excellence and opportunity for all, transforming lives through education and inspiring the leaders of tomorrow”

Nexus Education Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS clearance.

We're proud to offer:

- **Endless Growth Opportunities:** Access to ongoing professional development to help you thrive in your career.
- **Thriving Partnerships:** Strong collaborations with schools to enhance your impact and network.
- **A Happy and Supportive Team:** Work alongside a motivated, friendly, and encouraging group of professionals. We are committed to helping you achieve your professional goals.
- **Comprehensive Training and Development:** NEST supports the continuous growth of all our staff.
- **Course and Qualification Opportunities:** Enhance your skills for your current role or prepare for future opportunities.
- **Career Advancement:** Gain qualifications that can help you progress within the organisation.
- **Resources You Deserve:** A well-equipped environment with the tools and support you need to succeed.
- **Innovative Culture:** Join an organisation that values creativity, teamwork, and fresh ideas.
- **Exclusive Perks:** Enjoy staff benefits like the Cycle to Work scheme and technology discounts.
- **Special Discounts:** Gain access to CSSC Benefits, BHN Extras and Blue Light Card savings, making your life outside work even better.

Welcome from the CEO

Dear Candidate,

Thank you for expressing your interest in joining **Nexus Education Schools Trust**. We are delighted that you are considering becoming a part of our community.

This is an incredibly exciting time for our schools, as the Trust continues to grow and thrive. Currently, all our schools are rated as good or outstanding, with strong leadership teams dedicated to delivering a rich variety of opportunities and outstanding outcomes for every pupil.

At **Nexus Education Schools Trust**, we are guided by a vision to empower individual academies to flourish with true autonomy while fostering a strong culture of support and collaboration across all our schools. Central to everything we do is a commitment to making child-centred decisions and choices.

Our mission is to:

- Nurture every individual,
- Provide exceptional educational opportunities and outcomes,
- Empower all to succeed, and
- Transform the life chances and aspirations of our pupils, equipping them to thrive as fulfilled individuals in an ever-changing world.

We also celebrate the uniqueness of each school's community and the vital contributions they make to ensuring the best education and experiences for our pupils. Every school is fundamental to our collective success. We firmly believe that, together, we can achieve more—delivering higher educational outcomes, broader opportunities for our pupils, and enhanced prospects for our staff and communities.

As a member of NEST, you will join a Trust that champions collaboration, mutual support, and a shared commitment to excellence. We are looking for individuals who:

- Share our values and vision,
- Are enthusiastic about working collaboratively with colleagues both within and beyond their school,
- Are dedicated to continuous development and professional excellence, and
- Are passionate about providing the highest standards and opportunities for all children.

We hope this information inspires you to take the next step in your career with us. We look forward to receiving your application and wish you the very best as you consider this exciting opportunity.

Regards

Paula Farrow OBE
CEO
Nexus Education Schools Trust



Apprentice HR Assistant - Job Description

Main Purpose of the Role:

The primary purpose of this role is to assist the HR Officer in effectively managing the employee lifecycle, ensuring a seamless experience for all staff members from recruitment to resignation. You will play a crucial role in supporting Trust schools with the recruitment and onboarding of new employees, fostering a welcoming and efficient start for all new hires.

Your responsibilities will include administering contractual changes throughout the employment lifecycle, collaborating closely with payroll and finance teams to meet all monthly in-house payroll and returns deadlines. By providing professional, efficient, and effective HR advice across the Trust, you will ensure compliance with relevant legislation and uphold high standards of confidentiality and professionalism.

Additionally, you will support the HR Business Partner with both administrative and operational tasks, contributing to the overall success and smooth operation of the HR department. This role is essential in maintaining the integrity and effectiveness of our HR services, ultimately supporting the Trust's mission and values.

HR Responsibilities

- **Conduct Pre-Employment Checks:** Ensure every new employee is thoroughly vetted, setting the stage for a successful onboarding experience.
- **Complete Right to Work Checks:** Verify Right to Work checks, ensuring compliance and smooth transitions for all employees.
- **Maintain HR Files:** Keep HR files meticulously updated and audit-ready, showcasing your attention to detail and organisational skills.
- **Administer New Appointment Paperwork:** Handle all new appointment paperwork and issue written statements of employment particulars, making sure every new employee feels welcomed and informed.
- **Manage Leave Entitlements:** Calculate annual leave entitlements for staff working 40+ and 52 weeks per year, ensuring everyone gets the time off they deserve.
- **Process Staff Changes:** Efficiently manage staff changes, documentation for staff leaving, and arrange exit interviews, ensuring smooth transitions.
- **Produce HR Correspondence:** Create a variety of HR letters and correspondence, from contract variations to maternity and holiday entitlements, using standard templates.
- **Monitor Fixed-Term Contracts:** Keep an eye on fixed-term contracts and follow up on any issues, ensuring timely and appropriate actions.
- **Coordinate Probation Process:** Ensure managers complete probation meetings and paperwork on time and accurately record the outcomes.
- **Generate Salary Assessments:** Collaborate with the Headteacher/Finance Lead to generate annual salary assessments, ensuring fair and accurate compensation.
- **Liaise with the HR Business Partner:** Regularly communicate with the HRBP, fostering teamwork and collaboration.
- **Support TUPE Process:** Prepare Employee Liability Information (ELI) data and staffing information for employees transferring into or out of the Trust, ensuring smooth transitions.
- **Undertake File Audits:** Conduct file audits and remove any documents that should not be retained, adhering to the Trust's document retention policy.

Key Responsibilities

- **Safeguarding and Compliance:** Follow policies on safeguarding, health, safety, security, and data protection. Report concerns promptly.
- **Confidentiality:** Keep all matters related to home, pupils, teachers, school, and work confidential.

Apprentice HR Assistant - Job Description

- **Commitment to Diversity:** Show a commitment to diversity, equal opportunities, and anti-discriminatory practices.
- **Trust Ethos:** Contribute positively to the school's ethos and aims.
- **Professional Collaboration:** Support and appreciate the roles of other professionals.
- **Meetings and Reviews:** Attend and participate in relevant meetings, including annual pupil reviews.
- **Training and Development:** Engage in training and performance development activities.

Health and Safety

- **Personal Responsibility:** Be mindful of your own health, safety, and welfare, and that of others.
- **Collaboration:** Work with the employer on health, safety, and welfare matters.

Professional Development

- **Performance Management:** Participate in the Performance Management Scheme.
- **Growth:** Undertake necessary professional development.

Additional Points

- **Flexibility:** Be prepared to handle tasks not specified in the job description.
- **Policy Compliance:** Follow academy and Trust policies.
- **Reasonable Requests:** Comply with reasonable requests from managers.
- **Adjustments:** The Trust will make reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- **Job Description Amendments:** Job description may be amended as needed, with discussions and resolution opportunities provided.

This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Because the post allows substantial access to children, candidates are required to comply with Trust safeguarding and DBS procedures.

Policies and Procedures

Ensure full awareness of, compliance with, and adherence to all Trust policies and procedures relating to the management, teaching, and learning within the Trust's schools.

Contacts and Relationships

Deliver the expected standard and level of service, identifying and reporting any shortfalls or opportunities for improvement. Consistently uphold high professional standards in attendance, punctuality, appearance, conduct, and maintaining positive, respectful relationships with pupils, parents/carers, and colleagues.

Equalities

Actively enforce the Trust's equal opportunities policies and fulfil all statutory responsibilities to ensure fairness, inclusivity, and respect for all individuals in every aspect of service delivery.

Apprentice HR Assistant - Job Description

Additional points

All staff are expected to comply with academy and Trust policies. 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.

The Trust will endeavour 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. The job description may be subject to amendment or modification, should circumstances change, changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your line manager. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

Data Protection

Nexus Education Schools Trust (NEST) is committed to protecting your privacy when you apply for a position with us. It is important to us that you can trust us to keep your information safe and to use it in ways that you will think are reasonable and ethical. NEST are the data controller for the information we hold about you, this means we control how your personal information is processed and for what purposes.

For further information please refer to our Data Protection Policy <http://nestschools.org/nest-policies/>

Apprentice HR Assistant - Person Specification

Essential Experience/Knowledge

- **Exceptional Written Communication:** Demonstrated ability to accurately and appropriately minute discussions, with sensitivity to the nature of the content.
- **Time Management and Organisational Skills:** Proven ability to manage time effectively and meet deadlines consistently.
- **Strong Verbal Communication:** Confidence and capability to contribute during meetings when procedurally appropriate.
- **High Level of Responsibility and Confidentiality:** Commitment to maintaining confidentiality and taking personal responsibility for tasks.
- **Record Keeping:** Excellent record-keeping skills.
- **Reliable:** Dependable and consistent in meeting deadlines and fulfilling responsibilities.
- **Adaptable:** Flexible and able to adjust to changing circumstances and requirements.
- **Team Oriented:** Works well with others, contributing positively to a team environment.
- **IT Proficiency:** Fully conversant with IT, including the Internet and MS Office products. Must have access to a PC, internet connection, and printing facilities at home.

Desirable Experience/Knowledge:

- **Tech-Savvy Expertise:** Demonstrated experience with Management Information Systems, driving efficiency and innovation.
- **Policy and Compliance Mastery:** Comprehensive understanding of relevant policies, codes of practice, and legislation, ensuring top-tier compliance and standards.

Qualifications:

- English & Maths GCSE (Level 5 and above).
- Good numeracy/literacy skills.



Nexus Education Schools Trust

The application process

Nexus Education Schools Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. We comply with the statutory legislative requirements and guidance, including 'Keeping Children Safe in Education', and we follow a rigorous selection process which seeks to discourage and screen out unsuitable applicants.

Safer Recruitment

Our job descriptions and person specifications confirm individual responsibility for safeguarding the welfare and well-being of children and young people. All posts are subject to Enhanced Disclosure and Barring (DBS) checks.

Application Stage

We require all applicants to complete our Application Form which seeks to elicit the information we require to undertake the shortlisting process and to assess the applicant's suitability for the post they have applied for. We do not accept CVs in place of a completed Application Form. We reserve the right to reject any applicant who has failed to fully complete our Application Form.

Shortlisting

Only those candidates who meet the criteria outlined in the person specification will be shortlisted. We carry out online and social media searches as part of our due diligence on shortlisted candidates. If we identify any of concern to us, then this will be raised and explored during the interview.

Interview

1. Shortlisted candidates will take part in an in-depth interview and selection process.
2. Employment references will be sought before an interview.
3. Candidates will be asked to complete a Self Declaration Form in respect of their criminal record and to return this prior to the interview.
4. Candidates will be asked to address any discrepancies, anomalies, or gaps in employment in the application form including their employment history. Candidates will be invited to discuss any disclosures in their self-declaration form and any queries we have arising from the information provided in their employment references and/or our online and social media searches.
5. Proof of right to work in the UK and any relevant qualifications must also be provided at the interview.

Appointment

An offer of employment is conditional upon us being satisfied with the outcomes of all the following checks:

- Verification of the candidate's identity.
- An Enhanced Disclosure and Barring Service Certificate (DBS) including a Children's Barred List check
- An assessment of fitness to work to ensure that a candidate has the health and physical capacity for the job
- Overseas criminal record and overseas professional registration checks where a candidate has lived, worked or qualified overseas
- Verification that the candidate is not the subject of a prohibition order or section 128 direction made by the Secretary of State
- Compliant employment references
- Verification of qualifications and professional registrations relevant to the candidate's role
- Verification of the candidate's right to work in the UK
- Verification that candidates employed in reception classes, or wraparound care for children up to the age of 8, are not disqualified from working in these settings under the 2018 Childcare Disqualifications Regulations.

On appointment and annually thereafter, all colleagues are required to undertake Safeguarding training, Cyber Security training, GDPR training and to reaffirm and disclose any changes to their criminal record, and to read and confirm their adherence to Part 1 of Keeping Children Safe in Education, our child protection and safeguarding policy, behaviour policy and code of conduct (which includes our requirements in respect of ethical and professional standards and professional boundaries). All school based staff will be required to undertake first aid training.



Nexus Education Schools Trust

Our contracts of employment place an ongoing requirement on all colleagues to immediately notify us if they are the subject of a police investigation, are released under investigation, or receive a caution or conviction.

Recruitment of Offenders

All posts within NEST are, (by the reason of The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that all applicants for employment with the Trust must disclose all unspent cautions and convictions and all unprotected spent cautions and convictions. An explanation of when a spent conviction is unprotected is available on the Ministry of Justice website.

- If relevant information (whether concerning previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a DBS check, we will consider the following factors before reaching a recruitment decision:
- whether the conviction of other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, class A drug-related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception, or fraud.

If the post involves some driving responsibilities, it is our normal policy to consider it a high risk to employ anyone who has been convicted of dangerous driving or of an offence of driving under the influence of alcohol or drugs, within the last 10 years.

Probation

All new colleagues will be subject to the NEST probation procedure for six months. The probation procedure is to enable the assessment of a colleague's suitability for the job for which they have been employed, which includes the monitoring and review of their performance of their duties, skills, qualifications, and experience outlined in the job description and person specification and their suitability to work with children and young people.

Equal Opportunities

NEST recognises the value of, and seeks to achieve, a diverse workforce that includes people from all backgrounds. We take positive steps to create an employment culture in which people feel confident about being treated with fairness, dignity, and tolerance irrespective of their differences. This commitment extends beyond the relationship between the conduct of colleagues, potential colleagues, and the whole community. We are committed to the elimination of unlawful discrimination and the promotion of good relations between all.

General Data Protection Regulations

NEST is committed to ensuring that your privacy is protected. By signing a contract of employment, you understand that NEST, and/or agents appointed by the trust, process your personal data, including "special category personal data" as defined in the General Data Protection Regulations (GDPR), for the purposes of the operation, management, security and/or administration, as well as, complying with applicable laws, regulations, and procedures. The information you provide (except equality monitoring information) may be shared with partner organisations that provide services to NEST. Further information on our data protection policy and privacy notices can be found on the NEST website.

www.nestschools.org

Our Trust



Alexandra
Infant
School



CHILDERIC
PRIMARY SCHOOL



HIGHFIELD

Infants' and Junior Schools



John Keats
Primary School



PERRY HALL
PRIMARY SCHOOL



WORSLEY BRIDGE
PRIMARY SCHOOL



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