



APPLICATION PACK



THE BISHOP FRASER TRUST
A CHURCH OF ENGLAND MULTI-ACADEMY TRUST

WELCOME TO THE BISHOP FRASER TRUST

Dear Applicant,

I'm delighted that you are thinking about joining us. The Bishop Fraser Trust is Multi Academy Trust which was set up on the 1st December 2017. Our family of schools are as follows:

- St James's Church of England High School (11-16)
- Canon Slade School (11-18)
- Bolton St Catherine's Academy (3-16)
- Bury Church of England High School (11-16)
- St Catherine's Church of England Primary, Horwich (3-11)



At The Bishop Fraser Trust, our vision is to ensure all our communities experience **'LIFE IN ALL ITS FULLNESS'** (JOHN, 10:10).

For our pupils, this means an unwavering commitment to ensuring our pupils attain the outcomes they need to lead a happy life, but also that they have been immersed in a wide range of experiences both within the taught curriculum and through enrichment opportunities. This is so they will leave us knowing how they might best lead a life in its fullness. This also means knowing how to navigate setbacks and harder times.

For our staff, we know they cannot achieve life in its fullness if they are not fulfilled at work. We know our staff have great moral purpose, so for our staff we need to ensure we are providing an environment where they feel great job satisfaction and know that we will invest in their own career pathways, in the same way they are doing so for our children.

For our parents and carers, we know that they cannot live life in their fullness if they feel that their own child is not able to thrive in their school community. To this end, we need to work with all our parents in a partnership to remove any barriers which are hindering their children flourishing. We know our children very well, but the real expert is the parent/carers and we recognise this.

For our communities, we want our mission to reach beyond the school gates and even beyond our family homes. At The Bishop Fraser Trust we believe that we should be adding value to our communities. All our children will engage with community social action while they are with us. This is because we want to ensure that they develop a sense of pride and agency in their community and a sense of civic duty. This will ultimately help develop, sustain and improve our communities.

What this means in practice:

If we are serious about this (and we are), this meant that when deciding on the next set of goals for our strategy, they needed to reflect that personal development of our children was as important to us as their educational outcomes. Therefore, perhaps unusually in such an attainment driven system, we have collectively set goals for our schools around enrichment experiences and social action, as well as the value we add to ensuring that our young people will remain in either education, employment or training, long after they leave us. This, we know, will only happen if we have taught our children successfully on how to navigate setbacks through a rich personal development and character education programme.

APPLICATION PACK [HR & Business Administration Apprentice]

We are an outward facing Trust and constantly look to learn and collaborate with others. We also have an excellent provision via our Train Teach Lead Partnership (TTLP), which offers excellent CPD and school to school support. Our links with Manchester Diocese, GMLP and the Bolton Learning Partnership continues to be strong.

Our employees are very important to us as we rise or fall by the professionalism and dedication of our staff. As such, I place great importance on continuous professional development for all staff members and have always strived to create a culture where our educators know that if they go the extra mile for our children, we will do the same for them.

Educational attainment is important to me, I want to make sure we are opening all doors for our children. However, as important to me is children's personal development. I firmly believe that character education is a cornerstone in the development of well-rounded, responsible, and empathetic individuals who will go on to make meaningful contributions to our world. In this way we prepare our pupils to lead 'life in all its fullness'.

When recruiting, we always look for people who share these beliefs. If this strikes a chord with you, then we would love to hear from you.

Tuesday Humby

Chief Executive Officer



WHY WORK FOR THE BISHOP FRASER TRUST?

PERFORMANCE DEVELOPMENT – Touchbase opportunities as part of your working day.

At The Bishop Fraser Trust, we focus on **growth and supporting your professional development**. That's why we've replaced traditional appraisals with a more supportive approach:

No Formal Appraisals – Say goodbye to rigid performance reviews.

Performance Development – Ongoing support to help you succeed, not just a once-a-year check-in.

Touchbase Opportunities – Regular, informal check-ins during your workday to discuss progress, goals, and support needs.

We believe in continuous development and real-time feedback to help you thrive—without the stress of traditional appraisals!

AUTOMATIC PAY PROGRESSION FOR ALL

We believe in recognizing and rewarding your hard work. That's why we offer **automatic pay progression** for all employees, including Teachers. As you grow with us, your reward grows too—without the need for negotiations or uncertainty.

Clear and Fair Growth – Your pay increases automatically at set milestones.

No Unnecessary Hassle – No need to request raises; they're built into your journey.

Commitment to Your Success – We value long-term dedication and make sure it's reflected in your earnings.

Join us and build your future with confidence!

LEADERSHIP DEVELOPMENT OPPURTUNITIES

At The Bishop Fraser Trust, we invest in your future. Our **Leadership Professional Development Programmes** are designed to help you grow, lead, and succeed.

Tailored Leadership Training – Develop the skills to take your career to the next level, with our Into SLT, Aspiring Leaders Programme, Into Deputy and Into Headship programmes.

Real Growth Opportunities – Clear pathways to leadership roles within the company.

Ongoing Support & Mentorship – Learn from experienced leaders and gain valuable insights.

Whether you're aspiring to lead or looking to enhance your leadership skills, we provide the tools and support to help you **reach your full potential!**

EQUALITY, DIVERSITY, AND INCLUSION

Our strategy underscores the importance of **weaving equality, diversity and inclusion** throughout all our work. While we acknowledge that there is more to be done in this area, we are committed to the process of inclusion, and the continuing focus on removing barriers to participation and access, alongside the focus on recruitment and support of a diverse workforce.

Become a more diverse organisation at senior levels - We welcome applications from black and ethnic minority candidates who are currently underrepresented.

We always hire on merit – We welcome discussions around flexible working. We believe in the power of our people and their potential to make a positive impact on the lives of our pupils.

Join us in shaping a brighter future for education, where **everyone is valued and empowered** to succeed!

WELLBEING AND SUPPORT

We understand the **importance of taking care of our employees' wellbeing**. We know that the thing that has the biggest impact on people's wellbeing is their leadership, and with that in mind we are focussed on developing our leadership capability across the trust. In addition, we also offer a range of services that are designed to support your health and wellbeing:

Employee assistance programme - A counselling service and legal helplines, fitness and wellbeing support, to gym and retail discounts for you and your family. We strive to ensure your happiness and health in your role. Additionally, our academies have the freedom to offer workload support tailored to their local preferences, which may vary slightly from one location to another.

Refreshment and re-energisation – We offer generous holiday provisions, parental leave, and flexible working arrangements. Working for TBFT also includes membership of either the Local Government Pension Scheme (LGPS) or Teachers' Pension Scheme (TPS) depending on the role applied for. Our package of support continues to evolve as we refine how we recognise and reward our employees' contributions in various ways.

We recognise the importance of TBFT being a **flexible workplace** and are determined to be creative and to develop our approach further!



ABOUT OUR TRUST

The Bishop Fraser Trust was established in December 2017. We came together to support one another and enhance our schools' communities to enable all of our young people to experience **'LIFE IN ALL ITS FULLNESS'** through an excellent education based on our Christian values.

We are dedicated to the Bolton and Bury areas. All our schools can be reached within 20 mins from our Central Office, which is based at Bolton St Catherine's Academy.

Our strategic growth plan aims to expand our primary sector to around 4 / 5 schools in the next few years and establish the primary trust offer. We would also consider further growth in our secondary sector.

Our vision is: allow all young people to experience **'LIFE IN ALL ITS FULLNESS'** (John 10:10), no matter what their starting point. Our Trustees' work focuses on how we operate as a Christian Trust through our four values of:

WISDOM

COMMUNITY

HOPE

DIGNITY

These values are the basis of all decision making and are woven through each of the schools' personal core values. We work collaboratively at all levels; Executive Team, Strategic Leadership Group, Senior Leader Teams, Departmental Hubs and with our large body of associate support staff. What is clear is that together we are stronger. Our teams now share best practice at all levels, benefitting our young people's education, both academically, spiritually and culturally and their own professional development.

Developing our workforce is so important to us. We have a legacy teaching school which we have retained, the Train Teach Lead Partnership (TTLP), a standalone centre based at St James's CE High School with a Director and Manager to oversee all aspects. The Director of Teaching and Learning works closely with TTLP. Through TTLP, we support the Trust with:

- Support the training and development of new teachers. The Trust successfully appoints candidates, who have completed their training through the TTLP.
- NPQs & Apprenticeships.
- SLT, Trustee, Governor, Middle Leader & Support Staff Training.
- School to school support, both in the Trust and the local area, where we have 50+ SLEs registered.

We are approved by the Department of Education as an academy sponsor and are seeking to continue to grow our Trust further.

LIVING AND WORKING IN BOLTON AND BURY

Affordable cost of living: compared to some of the bigger cities in the UK, the cost of living in Bolton and Bury is relatively affordable.

Convenient transportation: Bolton and Bury have transportation links, with easy access to the M60, M61 and M62 motorways and regular train services into Manchester City Centre. Bury has an excellent tram link to Manchester central and two major train stations.



Beautiful green spaces: Bolton and Bury have a range of beautiful parks and green spaces, such as Heaton Park, Jumbles Country Park and Rivington and Moses Gate Country Park. These offer an opportunity to escape from the hustle and bustle of daily life, and enjoy nature walks, picnics, or outdoor activities. The local moorland is exceptional.

Cultural attractions: Both Bury and Bolton are rich in industrial history and have several museums, galleries and historical landmarks that showcase this proud heritage. These include the Bolton Steam Museum, Bury Transport Museum, and the East Lancashire Railway, which is a popular tourist attraction. Bolton has an excellent theatre, The Octagon. Manchester offers a huge array of culture and arts programmes. There is also a plethora of eating places, country pubs and activities. Bolton runs the UK Iron Man competitions in July and there is the Food Festival in August.



Academic institutions: Bolton and Bury are home to a number of Universities, Colleges and other academic institutions, such as the University of Bolton, and Bolton and Bury Colleges. There are great links with universities in the area, such as Manchester University, MMU and Salford.

HR & BUSINESS ADMINISTRATION APPRENTICE

JOB DESCRIPTION

Job Title:	HR & Business Administration Apprentice	Department/Group:	People
Level/Salary Range:	Grade A SCP 2 - 3	Reporting to:	Director of People
Contract term:	All Year Round Fixed Term	Hours per week:	37 hours

Vision Statement

“To allow all children to experience ‘life in all its fullness’, no matter what their starting point” by:

- Offering a high quality, inclusive and distinctive education
- A caring and nurturing environment based on our Christian values
- Recognising the unique nature of each child.

Main Objectives of Role:

- **Support Recruitment & Onboarding:** Assist in managing the end-to-end recruitment process, from posting vacancies to coordinating interviews and onboarding new hires, ensuring a smooth and positive candidate experience.
- **Enhance HR Administration:** Maintain accurate HR records and documentation while supporting daily administrative tasks, ensuring compliance with policies and streamlining internal processes.
- **Develop Business/HR Expertise:** Actively participate in professional development opportunities and training sessions, gaining hands-on experience in various education business functions and contributing to continuous improvement projects.
- **Governance:** Assist with administration relating to local governing bodies and trust committees as required.
- **Marketing and Communication:** Assist with administrative duties to support the promotion and branding of the Trust and its schools.

Job Description:

To support the HR Administrator to undertake the following tasks:

HR Administration:

- To work accurately and efficiently both as part of a team or unsupervised, prioritising own work and meeting deadlines.
- To assist with the management of the HR Inbox and Recruitment Inbox, and to provide first line support when necessary to ensure staff queries are dealt with professionally, accurately and in a timely manner.
- To maintain accurate and up-to-date HR spreadsheets such as new starter spreadsheet and the recruitment spreadsheet.
- To carry out administrative processes relating to starters and leavers.
- To maintain personnel records electronically ensuring confidentiality when sharing data in line with current GDPR requirements, including for any new central Trust staff.
- Ensure accurate and timely inputting of data onto the HR Information System (SAM People), including new starters, leavers, amended contracts, maternity, paternity, absence and annual leave, etc

- Attend employee relations casework where appropriate to support with minute taking and any associated administrative duties with support from People colleagues.

Recruitment:

- To carry out administrative processes associated with recruitment ensuring all safer recruitment standards and safeguarding procedures are adhered to including advert and applicant management, liaising with recruiting managers in schools, providing recruitment process advice, requesting references where appropriate, supporting with interview arrangements, correspondence and providing support on assessment days if required.
- Place adverts on our applicant tracking system (Face-Ed) and on relevant job boards.
- To support with pre-employment documentation as appropriate.
- To ensure that new starters are inputted into National College and UK Healthcare and audit as appropriate, removing leavers as and when required.

Governance

Administrative Support:

- Assist the Trust Governance Manager where appropriate in preparing for LGB or trustee meetings by helping organize agendas and associated paperwork.
- Support in maintaining and organizing governance-related documentation, such as policies, minutes, reports, and strategic plans.
- Help ensure smooth communication between trustees/governors and other staff, making sure that important governance-related information is shared promptly.
- Assist in the preparation and delivery of induction sessions for new trustees or governors to ensure they understand their roles, responsibilities, and the legal obligations of governance.
- Help organize training or CPD sessions for the board, keeping them updated on governance best practices, changes in legislation, and sector-specific issues.

Marketing and Communications

- Assist the Trust Marketing and Communications Officer in creating content for the trust's communications, including newsletters, press releases, blog posts, website content, and social media updates.
- Help manage social media accounts (e.g., Twitter, Facebook, Instagram, LinkedIn), posting regular updates, interacting with followers, and monitoring engagement.
- Help develop content for internal communications, such as emails, intranet updates, and bulletins, to keep staff and stakeholders informed.

General:

- To undertake such other duties related to the work of the department appropriate to the post, as may be assigned.
- To support with general office administration and support, arranging meetings and scheduling appointments for senior leaders where appropriate.
- To fulfil personal requirements, where appropriate, about Trust policies and procedures, health, safety and welfare, emergency, evacuation and security.
- To engage in relevant continuous professional development
- To take responsibility for promoting and safeguarding the welfare of students in the Trust's schools.
- To work flexibly in the interests of the service. This may include undertaking other duties if these are appropriate to the employee's background, skills and abilities.

Other

- You will be mentored by a member of the HR team
- Support will be offered off site/on site to fulfil the requirements of the apprenticeship scheme
- This job description is not exhaustive and is subject to change

Safer Recruitment Statement

The Bishop Fraser Trust 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 employed by the Bishop Fraser Trust are expected to:

- Uphold and promote the Trust’s vision
- Uphold and promote the Christian ethos of all schools in the Trust
- Support and contribute to the achievement of all students academically and pastorally
- Support and contribute to the Trust’s responsibility for safeguarding all students
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.
- Undertake professional training to enhance personal development and job performance
- Share best practice, expertise and skills with others
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Seek to develop a better work/life balance
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect
- Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection
- Work within the Trust and individual school’s Health & Safety Policies to ensure a safe working environment for all staff and pupils
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Last Updated:

March 2025

HR & BUSINESS ADMINISTRATION APPRENTICE

PERSON SPECIFICATION

	HR & Business Administration Apprentice - CRITERIA	Essential / Desirable
Work related circumstances – professional values and practices of The Bishop Fraser Trust	High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	E
	Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	E
	Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work	E
	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	E
	Able to liaise sensitively and effectively with parents and carers recognising their role in student learning	E
	Able to improve their own practice through evaluations and discussion with colleagues.	E
	Flexible with an ability to be able to embrace and generate change	E
Personal Qualities	Self-motivated and personally resilient	E
	High levels of personal integrity, discretion, honesty, reliability and self-awareness	E
	Conscientious and diligent work ethic	E
	High standard of personal presentation with an excellent attendance and time-keeping record	E
	Exacting standards, with high levels of attention to detail and accuracy	E
	Patience, kindness and understanding	E
Professional Dispositions	Pro-active in using initiative	E
	The ability to meet and greet visitors, staff and students warmly, confidently and professionally, focussed on meeting customer needs and satisfaction	E
	Maintains a positive outlook at work	E
	Willingness to take a hands-on approach as necessary	E
	Flexibility, on occasions and within reason, in approach to working hours	E
Qualifications	Willingness and ability to complete Apprenticeship qualification	E
	English & Maths GCSE Grade A*-C or equivalent	E
	Willingness to participate in relevant training and development opportunities	E
Experience Skills and Knowledge	Ability to work effectively within a team environment,	E
	Ability to build effective working relationships	E
	Ability to promote a positive ethos and role model positive attributes	E
	Ability to follow instructions and work with the minimum of supervision	E
	Good personal numeracy and literacy skills	E
	Knowledge & keen interest of HR	E
	Keen Interest in learning new skills	E
	Customer Care - Listen and respond to customer need, seek out innovative ways of engaging partners.	E
	Valuing Diversity - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential.	E

	HR & Business Administration Apprentice - CRITERIA	Essential / Desirable
	Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.	
	Developing Self and others – Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise, and to support others learning and share learning with others	E
	Experience of working in a school environment	D
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E