



Abbey Multi Academy Trust



Recruitment Application Pack

HR & Payroll Administrator MAT53



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Welcome Letter

Dear Colleague,

Thank you for your interest in the role of HR & Payroll Administrator for Abbey Multi Academy Trust.

We hope you will find all the information you need to inspire you to join our team. This pack contains information about the post of HR & Payroll Administrator, from which we hope you will gain an understanding of our ethos, approach and the high aspirations we have for ourselves and our pupils.

“To work in partnership to educate, nurture and empower”

Our vision is that the academies, supported by Abbey MAT, will provide an environment which is welcoming, caring, calm, disciplined and purposeful and will stretch our young people academically, support them pastorally and help them develop socially and spiritually.

We are committed to raising the skills base across our communities by ensuring that there is a focus on quality, encouraging innovation and strengthening the ethos of the academies as distinctive schools. The framework will strive to maintain academies which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.

If you are seeking a truly distinctive role within a unique environment, please come and visit us and see what Abbey MAT have to offer.

We look forward to meeting you and reading your application.

Helen Pratten & Catherine Garrett
Co-CEOs



Advert

Position: HR & Payroll Administrator

Reference: MAT53

Salary: Grade C1 SCP. 12 - 17 (£22,571 - £24,920 FTE)
Fixed Term for 6 months
Full Time or Part Time considered

In Partnership to Educate, Nurture & Empower

We are looking for someone to join our Trust HR team to provide administrative support for a range of HR and payroll activities from recruitment through to leavers across our Trust, acting as first point of contact for queries, escalating as required. Various flexible working arrangements will be considered for the right applicant.

We are looking for a dedicated individual who can:

- Support the delivery of high-quality HR services across our Trust
- Provide support with HR, payroll and pension administration
- Work with others to help improve work organisation and effectiveness

You will be:

- A quick learner who can apply their administrative experience within an HR and payroll context
- A highly motivated and hard-working person with a commitment to customer care and service
- A team-player who can develop positive relationships with colleagues
- Someone who will support the Trust's Christian ethos as well as our shared mission and values


What our Trust can offer:

- Friendly, welcoming academies with a strong Christian ethos
- Enthusiastic, well-motivated colleagues
- A 24/7, confidential Employee Assistance Programme providing support and counselling for home-life and work-related issues
- Free secure onsite parking
- Membership of a pension scheme

Abbey Multi Academy Trust is a group of eight academies (three secondary, five primary) in the Anglican Diocese of Leeds and in the geographical areas of Leeds and Calderdale. All our academies share in the Trust's mission to work

In Partnership to 'Educate, Nurture and Empower'.

For more information about us or our academies visit www.abbeymat.co.uk.



To find out more about the position, please contact Liz Edwards, Head of HR via liz.edwards@abbeytrust.org. If you have questions about the recruitment process, please email recruitment@abbeytrust.org.

Abbey Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced Disclosure and Barring Service check.

We promote diversity and want a workforce which reflects our local communities.

Application & Shortlisting Process

Closing date: Sunday 19 June 2022

Interview date: To be confirmed

Applications

Applications will only be accepted from candidates completing the Trust's Application Form.

Please note all sections of the Application Form should be completed. Supporting statements should evidence skills and experience against the requirements of the job description and person specification.

Completed applications should be returned by email to recruitment@abbeytrust.org

CVs will **not** be accepted in place of a completed Application Form.

All applications will be acknowledged within 24 hours. Should you fail to receive confirmation of receipt please call 0113 320 1423

Invite to Interview


After the closing date, short listing will be conducted by a Panel.

Candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 14 days of the closing date of this position, unfortunately you have been unsuccessful on this occasion.

Candidates will be selected for interview entirely on the content of their application form. Candidates are advised to read the job description and person specification carefully before completing an application form.

In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;



Abbey Multi-Academy Trust is robust in promoting the safeguarding of children and is rigorous in its recruitment checks. An enhanced disclosure from the DBS and Barred List check will be required for this post.

Standard Checks

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK;
- Documentary evidence of identity that will satisfy DBS requirements;
- Documentary proof of current name and address;
- Where appropriate any documentation evidencing change of name;
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary, photocopies or certified copies will not be accepted.

Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK;
- Receipt of at least two satisfactory references (if these have not already been received);
- Verification of identity checks and qualifications;
- Satisfactory Enhanced DBS Check;
- Verification of professional status;
- Satisfactory completion of a Health Assessment;
- Satisfactory completion of the probationary period;
- Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

Abbey Multi Academy Trust is committed to safeguarding children. This means that all employees (on either a paid or voluntary basis) require an Enhanced DBS check and/or Barred List check.

References & Verifications

We will seek references on shortlisted candidates and may approach previous employers for information to verify experience or qualifications before interview.

Any relevant issues arising from references will be taken up at interview.

Queries

If you have any queries on any aspect of the application process or need any further information or you would like the opportunity to have an informal discussion with the Head of HR, please contact us via the Recruitment@abbeytrust.org email address.



Equality and Diversity

Abbey Multi Academy Trust promote diversity and want a workforce which reflects the population of Leeds and Calderdale. We are committed to creating and sustaining a positive and supportive working environment for our staff, and an excellent teaching and learning experience for our students. We aspire that staff are equally valued and respected, and students are encouraged to thrive academically.

As a provider of employment and education, we value the diversity of our staff and students. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

We acknowledge the following basic rights for all members and prospective members of our community:

- to be treated with respect and dignity
- to be treated fairly with regard to all procedures, assessments and choices
- to be encouraged to reach one's full potential

These rights carry responsibilities and we require all members of our community to recognise these rights and act in accordance with them. In addition, we will comply with all relevant legislation and good practice.

No individual will be unjustly discriminated against. This includes, but is not limited to, discrimination because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

Job title: HR and Payroll Administrator

Grade: Grade C1, SCP12 - 17

Reporting to: Head of HR

Overall purpose of the post:

To provide a range of HR and payroll administrative duties to support the delivery of a high-quality HR service to our academies.

Key Responsibilities:

As part of the Human Resources Team to undertake a wide range of Payroll/HR and administrative tasks, using Word, Excel, email and other internal and external databases, providing a comprehensive service to academy staff and the Trust's HR team.

- To be the first point of contact for Trust HR and payroll related queries, in person and via email, escalating as required.
- Provide administrative support to HR colleagues by organising meetings, drafting and collating paperwork, and notetaking at HR meetings as directed.
- Ensure HR and payroll records, electronic and paper, are maintained according to Trust and data protection (GDPR) requirements.
- Support HR colleagues with general recruitment administration including advertising and monitoring vacancies via our Trust vacancy management system.
- Support the organisation, coordination and management of selection activities and assessments within the Trust.
- Ensure our Trust vacancy management system is monitored and updated across the Trust by supporting HR and office colleagues in system use.
- Support the issuing of new starter paperwork including offer letters and statement of particulars
- Monitor and coordinating onboarding and induction activities.
- Support the co-ordination of references and DBS checks and other pre-employment checks for all employees, workers and volunteers.
- Support the preparation and checking of payroll data for all starters, leavers and variations as required.
- Ensure pension amendments are processed through the Trust's pension administrator.
- Ensure that payroll and pension related queries are addressed and resolved, escalating accordingly to ensure satisfactory conclusion.
- Log daily absence in our payroll system for appropriate responsibility areas. Assist in the monitoring of absence levels against our Trust absence policy, ensuring that absence issues are escalated to the appropriate HR colleague.
- Assist in ensuring the Trust Single Central Record accurate and maintained for all employees in accordance with the 'Keeping Children Safe in Education' guidance.
- Ensure all personnel files and records are accurate and maintained in accordance with the Trust's agreed template versions.
- As directed by the Head of HR, ensure all changes to existing employee terms and conditions are processed and communicated as agreed with the employees and any changes receipted in the personnel files.

- As directed by the Head of HR, ensure that all associated documents during the employment lifecycle of an employee are issued in a timely manner and copied in the personnel file.

Generic:

- Contribute to the overall aims and values of the Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- To communicate effectively with visitors, staff and students in relation to work undertaken.
- To work with others to help improve work organisation and effectiveness.
- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- To promote equality in all working practices and ensure colleagues are treated and services delivered in a fair and consistent manner.
- Demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the job profile, but which is in line with the general scope, grade and responsibilities of the role.

Note:

This Job Description provides the overall strategy and remit of the post holder. This Job Description will be reviewed annually and may be subject to amendment or notification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. Elements of this Job Description, and changes to it, may be agreed at the request of the CEO/Executive Principal or the incumbent of the post. The above must be viewed in conjunction with the relevant sections of the School Teachers' Pay and Conditions of Service document which is published annually.

PERSON SPECIFICATION CRITERIA								
Qualifications, knowledge and experience	ESSENTIAL			DESIRABLE				
Good general level of education to GCSE level, or equivalent including Maths and English GCSE Grades A* - C or equivalent	A							
HR related qualification				A			I	
Excellent written and verbal communication	A		I					
Previous administrative experience	A	R	I					
Previous HR experience				A	R		I	
Excellent IT skills	A		I					
Experience of HR and payroll systems				A			I	
Ability to accurately input/retrieve data information from information systems	A		I					
Professional Attributes, Qualities and Values	ESSENTIAL			DESIRABLE				
Ability to work flexibly and collaboratively as part of a team as well as on your own	A	R	I					
A commitment to customer care and service	A		I					
Ability to maintain confidentiality	A		I					
Excellent time management and organisation skills	A		I					
Self-motivated with the ability to work under pressure and be proactive	A		I					
Ability to articulate, communicate and support the Christian ethos and values of Abbey MAT			I					

The criteria will be evidenced as indicated below:

‘A’ refers to the candidate’s Application form and covering letter

‘I’ to interview

‘R’ to reference

Candidates should address at least all items marked ‘A’

Referees are asked to comment on items marked ‘R’

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview.