

# Applicant Information Pack



HR & Payroll Administrator

# Our Vision

**A shared purpose to work together to support the young people in all of our schools to *Lead Successful Lives***



Thank you for taking the time to consider this role.

At Endeavour MAT we celebrate the differences between our schools and want them all to continue to improve. Exam results are important, but we go further, helping our students, staff and schools to thrive and to be remarkable. Our culture of working together means that we can achieve more collectively than we could alone, aiming to nurture a balance between autonomy and collaboration.

We actively embrace the challenges we face, and do so with humility, acknowledging that there are always ways in which we can get better. This allows us to work creatively, looking for ways in which we can learn, within and beyond education. Our destination driven focus applies as much to our community of students as it does to our schools and our people.

When the time comes, we want our students to be able to grasp their future with both hands, confidently able to play a full and active role in society and aware of the impact their decisions and actions can have. We strive to ensure students leave school well qualified and with the skills and experiences that will enable them to pave their own way in life. We want our curriculum, teaching and learning and co-curricular programme to be exemplary as we prepare our students to ***Lead Successful Lives.***

We are looking for people to join us who share our vision and want to help us to realise it in the lived experiences of the young people we are so lucky to teach. We value our staff, trust our staff and work to develop you professionally. Our staff are our most important asset and your welfare in the role is a key consideration. If this is the kind of opportunity that interests you, we would be delighted to receive your application.

A handwritten signature in black ink, appearing to read 'Charlie Guthrie', written in a cursive style.

**Charlie Guthrie**  
**Chief Executive Officer**



# About the Trust and Role

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Our Trust was established in April 2017 to bring together local schools in Dartford to collaborate and share resources, administration and specialist managerial skills and, of course, best teaching practice.

The founding schools of the Trust are the highly successful and popular Wilmington Grammar School for Girls and Wilmington Grammar School for Boys, who together operate Wilmington Grammar 6, offering co-ed post 16 provision.

The Trust was then successfully appointed by the Department for Education to open the brand new Stone Lodge School, a non-selective co-ed school in Stone, Dartford. Since opening in September 2019 Stone Lodge has been consistently oversubscribed and this trend is set to continue in September 2022, which will see the first new school year in its £35m purpose build home.

Plans for the future of Endeavour MAT include the first primary school joining the Trust in September 2022. Wilmington Primary School is a longstanding neighbour of the founding schools in the Trust and the natural fit will also bring the opportunity to impact the full age range of educational experience for students in Dartford and marks an exciting development.

The Trust is now looking to enhance the services and support to its schools by establishing a Central HR & Payroll Team to provide specialist support in this area, building on the in-house operation of payroll currently managed by the Trust Finance Manager. This exciting opportunity means we are currently recruiting for both a HR & Payroll Manager to manage the team and a HR & Payroll Administrator to work with them in developing and establishing a first class service to our schools and colleagues.

The new team will work under the leadership of our Head of HR and will in close collaboration with key colleagues across the Trust including Head Teachers, Head Teachers PAs and School Business Managers.

We are proud of our diverse student population and keen to create a staff team reflective of this diversity. We are keen to seek applications from a wide range of backgrounds and you can be assured of a warm welcome at Endeavour MAT.

**Lydia Burchett**  
**Chief Operating Officer**



# Endeavour Benefits

# ENDEAVOUR BENEFITS

**The Endeavour Benefits package is available to all staff across the Trust in addition to competitive London Fringe pay.**



High quality, defined benefit occupational pension scheme – employer contributions of:

23.6% Teachers Pensions Scheme

22.5% Support Staff Pension (LGPS)



Generous annual leave, 33 days, 38 at grade 7 & above and all grades after 5 years.



Big discounts on shopping, dining and entertainment at over 150 retailers via the Endeavour Benefits platform.



Free Parking at all Endeavour MAT schools and electric vehicle charging at Stone Lodge School.



Tax efficient Cycle to Work scheme via the Endeavour Benefits platform.



Free eyesight test and £49 contribution towards glasses.



Free annual flu vaccination.



24/7 free and confidential Employee Assistance Programme.

Affordable dental insurance via the Endeavour Benefits Platform.

Discounted health assessments, digital GP services, virtual physio and other services via the Endeavour Benefits platform.



Discounted gym offers via the Endeavour Benefits Platform.



# How to Apply

# HOW TO APPLY

## More information

Please contact [recruitment@endeavour-mat.co.uk](mailto:recruitment@endeavour-mat.co.uk) or call 01322 250 285 to arrange an informal discussion about this role

## Closing date

The closing date for applications is midnight on Sunday 10<sup>th</sup> July 2022 with shortlisting taking place on Wednesday 13<sup>th</sup> of July.

Assessment and interviews will take place on Wednesday 20<sup>th</sup> July 2022.

## Application form

The application forms should be completed and submitted online via the [Current Vacancies](#) section of the Endeavour MAT website.

## Assessment process

Candidates will be shortlisted in accordance with the requirements set out in the Person Specification. Shortlisted candidates will be invited to attend a skills test based on the key requirements set out in the Job Description and a panel interview.

We encourage candidates who may need adjustments to allow them to participate fully in the process to discuss these with us in advance.



# Safer Recruitment

# SAFER RECRUITMENT

Endeavour MAT is absolutely committed to safeguarding children and young people. To that end careful checks will be made on all applicants for posts within our trust in accordance with the Safer Recruitment guidance set out in the prevailing *Keeping Children Safe in Education* document.

This includes:

- Checking a valid passport/driving licence/birth certificate to check identify
- Checking original certificates for academic qualifications
- Contacting referees for each shortlisted applicant
- Asking shortlisted candidates to declare anything that may make them unsuitable to work with children

All appointments are made subject to a satisfactory Enhanced Disclosure and Barring Check (DBS).

Applicants who have resided abroad will be subject to further checks with authorities in those countries where they have resided.

All applicants should note that the position available involves contact with children and is exempt from the Rehabilitation of the Offenders Act 1974 and all subsequent amendments (England and Wales). The amendments to the Exceptions Order 1975 (2013) 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 at the Disclosure and Barring Service website.

A previous unspent conviction will not necessarily bar someone from being appointed; the specific nature and date of the conviction will be taken into account.

Safeguarding underpins the work we do within the Trust and as such we provide appropriate induction support to all appointed staff and promote vigilance at all times.

# Our Schools

## **Wilmington Grammar School for Girls**

Parsons Lane  
Wilmington  
Kent  
DA2 7BB

Head Teacher: Michelle Lawson  
Telephone: 01322 226351

[www.wgsg.co.uk](http://www.wgsg.co.uk)

## **Wilmington Grammar School for Boys**

Common Lane  
Wilmington  
Kent  
DA2 7DA

Head Teacher: Stuart Harrington  
Telephone: 01322 223090

[www.wgsb.co.uk](http://www.wgsb.co.uk)

## **Stone Lodge School**

Stone Lodge Lane  
Stone  
Dartford  
Kent  
DA2 6FY

Head Teacher: Gavin Barnett  
Telephone: 01322 250340

[www.stonelodgeschool.co.uk](http://www.stonelodgeschool.co.uk)

# Find out more:

**Call:** 01322 250285

**Email:** [recruitment@endeavour-mat.co.uk](mailto:recruitment@endeavour-mat.co.uk)

**Website:** [www.endeavour-mat.co.uk](http://www.endeavour-mat.co.uk)