



St Simon Stock Catholic School

LABORA CUM AMORE

HR Administration Officer

APPLICATION PACK

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Kent
Catholic
Schools'
Partnership



'Academies in Christ'
Part of the Archdiocese of Southwark

Ofsted
Good
Provider

Oakwood Park, Maidstone, Kent ME16 OJP 01622 754551

About Kent Catholic Schools' Partnership

We are 24 Catholic schools within the Archdiocese of Southwark who have come together into a multi-academy trust as the best way to protect and foster Catholic education in Kent. We are spread throughout Kent and in each of our schools aim to offer excellent education with a distinctive Catholic ethos: caring for, nurturing and developing every pupil as a complete young person equipped and ready to embark on their adult life.

Our primary mission is to provide an education for Catholic children, but non-Catholic families who value what we have to offer and want us to work with them in educating their children are very welcome indeed. Thousands of such children enjoy their experience and flourish in our schools.



A message from our CEO

I am privileged to be the recently appointed CEO of the Kent Catholic Schools' Partnership, a Catholic multi-academy trust with a commitment to enabling our children and young people to have an excellent Catholic education.

I am very proud of all our academies and aim to draw on our combined strengths to make our Trust and our academies the very best places to learn and to work.

I look forward to continuing to build on our current successes and to further developing our structures and systems in order to maximise leadership, educational & pedagogical expertise; to pooling our resources for the benefit of all and to ensuring that we continue to offer high quality professional development which supports the career development of all of our staff.

Annemarie Whittle
Chief Executive Officer



Letter from the Executive Principal



Dear Candidate,

Thank you for your interest in this exciting role within in our ambitious partnership of two secondary schools in the West Kent Cluster of Kent Catholic Schools' Partnership.

We are a collaborative partnership of proudly Catholic, world class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded individuals who make the world a better place.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the skills to help us showcase the work we do, we would love to hear from you.

Kind regards

Mike Wilson

Executive Principal - St Gregory's Catholic School & St Simon Stock Catholic School



Labora cum Amore ~ Work with Love

About St Simon Stock Catholic School

St Simon Stock Catholic School is a Catholic secondary school located in Maidstone, Kent and part of the Kent Catholic Schools' Partnership (KCSP). This multi-academy trust (MAT), established by the Archdiocese of Southwark for Catholic education across Kent, currently comprises of 24 academies (19 primary and 5 secondary schools).

St Simon Stock is an over-subscribed, co-educational, high achieving school with a long tradition of academic success. We have over 1100 students on roll, including over 200 in Sixth Form and a staff of almost 100.

We value all our students equally and welcome the wide variety of cultures and experiences they bring to our school.

By modelling exemplary behaviour towards each other, carrying out service to others in school, at home and in the wider community, students develop a strong work ethic and sense of personal achievement helping them to take their place in the wider world.

We are rated by Ofsted as a Good Provider and in our last denominational inspection we were graded as Outstanding.



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Role description

We wish to appoint an enthusiastic and experienced HR Administration Officer to work in our HR Hub which is based at St Simon Stock Catholic School in Maidstone and supports our partner school St Gregory's Catholic School in Tunbridge Wells.

As an HR Administration Officer you will be working as part of a Team consisting of an HR Manager and two other HR Administration Officers. The HR Team also works closely with the Area Business Manager and the Assistant Area Business Manager.

We are looking for a team player to provide efficient administrative HR support to our Hub. You will need excellent communication skills, be flexible and remain calm in a busy environment. The role will require a commitment to ensure high levels of confidentiality are maintained. Previous experience of working in a school environment would be an advantage, although not essential for the right candidate.

Occasional travel to Tunbridge Wells will be required in this role.

Benefits of working at St Simon Stock:

Well behaved students who are keen to learn.

A supportive and caring working environment for staff and students.

Dedicated and bespoke CPD time for all staff.

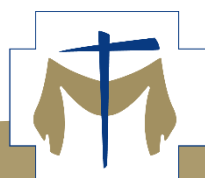
Access to Kent Rewards Scheme.

Employee Assistance Programme.

Generous Pension Scheme.

Our Offer: We create an environment where our staff can thrive and enjoy the work that they do which enables our young people to flourish, gain confidence, achieve and be happy. We have a reputation for being a very caring environment and we have a great record for investing in staff training and development.

If you wish to visit the school before applying or require any support with your application, please contact HR@ssscs.co.uk.



LABORA CUM AMORE

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Job description

| | |
|---------------|---|
| Job Title: | HR Administration Officer |
| Salary Grade: | Kent Range 6 (£21,801 - £23,262) (approx. £20,766-£22,158 pro rata) |
| Line Manager: | Assistant Area Business Manager |
| Hours: | 37 hours (43 weeks - Term Time plus 5 weeks) 38 weeks, plus 5 CPD days plus 20 days to be agreed with AABM and in line with departmental needs.) |

Purpose: A business support role providing administrative services to the HR Hub for two secondary schools within the KCSP Trust. To ensure an efficient and effective Human Resources service to both schools.

| Key Duties and Responsibilities | |
|---------------------------------|---|
| | To provide high quality HR administrative support across the full spectrum of HR duties for two schools, including: |
| | Accurately maintain and administer HR systems, entering data, managing electronic and paper personnel files, always ensuring data quality and confidentiality. |
| | Responsible for the administration of all parts of the recruitment process including - advertising, arranging interviews, applying for references, interview schedules, interview packs, offer letters and all pre-employment checks. |
| | Ensure that all administrative processes are undertaken in line with Trust policy. |
| | Reviewing current processes, proposing and implementing new procedures that support the successful growth of the HR hub for the two secondary schools. |
| | Updating the Single Central Record to include all staffing changes. |
| | Send out welcome letters and induction packs to all new starters. |
| | Completing documentation for starters, leavers and contractual changes, also ensuring contracts of employment is received and sent to staff as per Trust policy. |
| | Completing staff changes forms for both external payroll and Internal payroll procedures and updating systems and staff files. |
| | Responsible for producing and analysing monthly reports for sickness and supporting the AABM with the analysis of various other staffing/payroll reports. |
| | Daily recording planned absences and sickness, liaising with cover managers. |
| | Collecting self-certification forms ensuring return to work interviews are conducted by line managers. |
| | Updating staff training records with mandatory training and Continued Personal Development. |
| | Supporting the AABM with the Schools Workforce Census and Catholic Schools Census. |
| | Use of SIMS. |
| | Liaise with CPD Lead regarding staff induction schedule. |
| | Provide accurate and timely responses and communication with the staff, responding to queries and requests as appropriate. |
| | Assisting with the collating and updating of the Staff Handbook. |
| | Work collaboratively with colleagues to deliver good service and contribute to the on-going review and improvement of the HR operational processes. |
| | To adhere to GDPR regulations and to always ensure confidentiality given the nature of the role. |
| | Comply with policies & procedures relating to child protection, health, safety & security. |
| | Although the role is based in Maidstone it may be necessary to travel to Tunbridge Wells infrequently. |
| | <i>This list outlines the key duties and responsibilities of a role in a relatively newly developed department. It is not a comprehensive or exclusive list and it cannot anticipate future service demands. The role may evolve over time with the addition and removal of some tasks but always in consultation and agreement of post holder and line manager.</i> |

Person specification

| | Criteria | Essential / Desirable |
|--|---|-----------------------|
| Faith Commitment | Understanding of the distinctive nature of a faith school | E |
| | A practising Catholic | D |
| Qualifications | Good standard of general education together with good literacy and numeracy skills e.g. 5 GCSE (A - C) or equivalent) | E |
| | To have completed HR qualification | D |
| Knowledge & Experience | Successful experience of working in an administrative role | E |
| | Successful experience of using an IT systems. | E |
| | Basic knowledge of HR processes and procedures | E |
| | Able to demonstrate a good working knowledge of Microsoft Word and Excel and the use of standard office equipment. | E |
| | Previous experience in a school HR administration role. | D |
| | Able to demonstrate an advanced level knowledge and skill of using Microsoft Word and Excel | D |
| | Previous experience of SIMS | D |
| Personal Development | Ability to identify own learning needs | E |
| | Willingness to engage in CPD | E |
| | A commitment to continued professional and personal development. | E |
| Skills, Qualities & Abilities | Excellent organisational and communication skills. | E |
| | | |
| | A commitment to be flexible and contribute to team efficiency through sharing information. | E |
| | A willingness to assist in the effective organisation and prioritisation of tasks within the hub. | E |
| | Aware of data protection regulations and ensure high levels of confidentiality and communication are maintained. | E |
| | Ability to communicate clearly at all levels within the organisation, explaining policies and procedures as required. | E |
| | Ability to use appropriate judgement to seek and clarify detail where appropriate and recognise when issues need to be passed to a more senior colleague. | E |
| | Excellent attention to detail and accuracy ensures facts are correct, complete and consistent. | E |
| | Numeracy and literacy skills, including percentages and decimals; grammar and spelling. | E |
| The ability to remain positive and enthusiastic whilst working to tight deadlines. | E | |

Application process

Please contact the school at HR@ssscs.co.uk to obtain an application form or download it from our website [here](#).

If you wish to visit the school before applying or require any support with your application, please contact HR@ssscs.co.uk

Please send your application form and related documents to the HR Hub HR@ssscs.co.uk

Closing date for applications: 31 January 2023

Safer Recruitment

St Simon Stock Catholic School is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.

