



Swale
ACADEMIES
TRUST

The signpost is a tall, vertical rectangular sign. The top section is white with the Swale Academies Trust logo. Below this, there are four teal-colored horizontal bands, each containing a location name and a directional arrow. The bottom section of the sign is a solid teal color. The sign is positioned in front of a brick building with large windows, partially obscured by a blue metal fence and lush green trees.

Trust Office ↗

Westlands Primary ↖

Westlands Nursery ↑

Children's Centre →



Swale
ACADEMIES
TRUST

The logo features the word 'Swale' in a large, bold, green sans-serif font. Below it, the words 'ACADEMIES' and 'TRUST' are stacked in a smaller, all-caps, green sans-serif font. A horizontal line is positioned between 'ACADEMIES' and 'TRUST'.

HR Data and Information Officer
Central Support Services Team
INFORMATION

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Welcome from Janet Garraway – Chief Operating Officer

Thank you for your interest in this role within the Central Support Services Team at Swale Academies Trust. This is an exciting time to be joining the Central Team, which is currently seeing a growth in capacity and expertise. We continue to develop new ways of working to ensure we can effectively respond to the needs of each school within the Trust and continuously improve the support we offer.

The team is pivotal in the successful running of the Trust and is focused on supporting the improvement of educational standards in every school. All of the work carried out by the Central Support Services Team is in relation to non-teaching and learning aspects of running a school, which includes IT, Finance, HR, Procurement, Governance, Projects and Estates.

We want to drive improvement further and faster, developing the efficiency of our schools through shared resources and collective procurement. Effective and efficient use of resources supports teaching and learning across the schools alongside ensuring both the long term viability of individual schools and the sustainable growth and strategic direction of the Trust.

As Chief Operating Officer, I constantly ensure that the services we offer are sustainable to support our future growth and provide strategic oversight of operational services across all schools.

As a team, we offer a high quality service to all of the schools across the Trust. This innovative centralised structure allows Headteachers to focus on teaching and learning.

We encourage our staff to be flexible thinkers with an open-minded approach to change as we continue to expand our successful Multi-Academy Trust. If you are as excited about this as we are and want to join us on our journey, we would be delighted to receive your application.



Janet Garraway
Chief Operating Officer

JOB DESCRIPTION

Grade: SAT 7
Hours: 37 hours per week, 52 weeks per year (TTO and PT will be considered).
Reports to: Head of HR

Purpose

To be the front line administrator and internal contact for routine and adhoc reporting. To advise staff on matters relating to systems, data and pensions, as well as liaising with payroll regarding any complex issues, and to provide relevant information to ensure issues are dealt with in a timely manner. The HR Data & Information Officer supervises the data processing function including entering, maintaining, auditing and processing sensitive HRIS data. In addition, the HR Data & Information Officer is responsible for maximising technological capabilities to reduce manual processes and will serve as a resource for process improvement tasks and projects.

Principle accountabilities:

1. Responsible for all statutory processes
2. To be the Level 1 user for the sponsorship management system
3. Be the first point of contact for advice and guidance and respond in a timely manner

Operational

4. Taking ownership of the HR data manipulation and reporting
5. Organising, auditing, cleansing and maintaining HR data
6. Produce data on gender pay gap
7. Completion of annual and monthly Office of National Statistics survey's
8. Production of end of year certificates and salary assessment letters for teacher's
9. Processing job evaluations
10. Providing an effective support service to end users
11. Delivering high quality and accurate HR data and service information
12. Streamlining HR processes and helping to manage the HR systems
13. Be the first point of contact for audit
14. Support TUPE processes i.e. when we acquire a new school

Payroll

15. Working with the Payroll providers on behalf of employees to ensure that the pension schemes are administered in accordance with the relevant schemes' specifications
16. Ensures the timely implementation of database changes to ensure accurate payroll processing

Data management

17. Upload monthly Teacher's Pension contributions data
18. Develop and maintain up to date records

Pensions

19. Administer opt out and opt in forms
20. Deal with routine pension queries (including but not limited to auto-enrolment) from staff and advise on the retirement process

JOB DESCRIPTION

General

21. Take responsibility for personal continuing professional development and remain up to date with the latest human resources legislation and best practice and the impact of this on the service provided by the team

22. Manage own workload and be comfortable working mobile and with little or no supervision

23. Be prepared to travel between the schools located within your region

24. Maintain knowledge of safeguarding children and ensure that the principles of safeguarding are considered and included in the work of the team and your personal practice. To ensure that any safeguarding concerns arising are reported immediately to the appropriate person/body.

25. Actively promote the Swale Academies Trust and schools' equality objectives and ensure that the principles of equal opportunity and promoting diversity are considered and included in the work of the team and your personal practice.

PERSON SPECIFICATION

CRITERIA		ESSENTIAL/ DESIRABLE	HOW MEASURED
Qualifications	GCSE / O'level's with a minimum of C in English and Maths	E	
	Evidence of professional development	E	A I
Knowledge and Understanding	Up to date knowledge of employment legislation and HR best practice and its application to policy development	E	A I
	Knowledge of pensions, staff pay, teachers T&C's, and payroll process	D	A I
	Knowledge of payroll and HR systems and databases	E	A I
	Previous HR and/or payroll experience within an education setting	D	A I
Experience, skills, abilities, attributes	Experience of working within the Education sector, ideally Schools/Multi-Academies Trust.	D	A I
	The post holder must possess an excellent level of oral and written communication skill with attention to meticulous accuracy.	E	A I
	Good numeracy, organisational skills and experience using HR systems	E	A I
	Excellent interpersonal skills	E	A I
	Knowledge and experience of producing reports	E	A I
	Ability to work independently and as part of a team.	E	A I
	Ability to use own initiative with "I can do" attitude to meet the challenging demands of the role.	E	A I
	Ability to build positive professional relationships with all key stakeholders	E	A I
	Integrity, sound professional judgement, and the ability to maintain confidentiality	E	A I
	Drive, enthusiasm, creativeness and willingness to initiate and maintain new developments	E	A I
	Willingness to support the ethos and vision of the Trust	E	A I

Assessment Methods:

A = Application Form

I = Interview

OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Human Resources Team
Swale Academies Trust
Ashdown House
Johnson Road
Sittingbourne
Kent
ME10 1JS

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring with them the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence.
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>