

A tall, teal-colored signpost stands in front of a brick building. The signpost has a white top section with the Swale Academies Trust logo. Below, four teal sections contain directional information: 'Trust Office' with a right-up arrow, 'Westlands Primary' with a left-up arrow, 'Westlands Nursery' with an up arrow, and 'Children's Centre' with a right arrow. A blue metal fence is in the foreground, and a paved path leads towards the building. The background is filled with lush green trees under a clear blue sky.

Swale  
ACADEMIES  
TRUST

Trust Office ↗

Westlands Primary ↖

Westlands Nursery ↑

Children's Centre →

Swale  
ACADEMIES  
TRUST

HR Officer  
Central Support  
Services Team



## CONTENTS

Welcome from Janet Garraway	Pg 3
Job Description	Pg 4
Person Specification	Pg 7
Overview of Swale Academies Trust	Pg 8
Application Process	Pg 9
Safeguarding	Pg 10



## **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

**Job Title:** Human Resources Officer  
**Grade:** SAT 7  
**Responsible to:** Head of Human Resources

## **Purpose of the Job:**

To provide an effective advisory and support function to schools within Swale Academies Trust. To be the key point of contact for staff in relation to their pay and pensions matters, as well as providing Headteachers and other senior leaders with advice and guidance on employee relations matters in consultation with the HR Business Partner, maintaining confidentiality and respect whilst adhering to policies, procedures and regulatory framework.

## **Main duties and responsibilities (Accountabilities):**

- Be the first point of contact for Headteachers and all employees on HR related matters.
- To draft contracts of employment for new starters, process leavers and inform payroll of any changes in a timely manner.
- To be closely involved with the recruitment cycle and with colleagues in the finance team.
- To ensure that you are providing correct and up-to-date information on all employee relations matters.
- To manage the recording, report drafting and arranging of all sickness absence matters.
- To take notes at meetings and hearings.
- Assist with the development and delivery of training sessions for managers and staff.

## **Operational**

- Processing and setting up of new starters / leavers on the HR system
- Setting up of new employee's self-service account.
- Liaising with ICT team to set up new employees including ID cards, email account, access to relevant Trust ICT database, etc.
- Liaising with the Recruitment Officer on adverts (including posting vacancies for your cluster of schools), job descriptions, and pre-employment matters.
- Produce contracts of employment for new starters in line with statutory directives and HR KPIs.
- Processing leavers in a timely manner.
- Ensuring that exit interviews are carried out to enable monitoring and reporting trends to support improvements for the Trust.
- Processing job evaluations.
- Updating and developing bespoke guidance documents.

# JOB DESCRIPTION

## **Operational (continued)**

- Responding to email and telephone queries from Headteachers and staff in a timely manner.
- To prepare correspondence for all changes to contracts including changes to hours and responsibilities.
- To administer all appointment, variation and termination formalities.
- Processing secondments, acting up arrangements, maternity, paternity and shared parental leave applications.

## **Payroll**

- Preparation of the monthly payroll including extracting the hours worked by the hourly paid employees who use time sheets, extra-hours, mileages, inputting the required information into the Payroll portal ensuring staff are correctly paid.
- Working with the Payroll providers on behalf of employees to ensure that the pension schemes are administered in accordance with the relevant schemes' specifications.
- Deal with routine pay queries from staff, Headteachers and Office Managers.

## **Data management**

- To maintain and update accurate personnel records ensuring that data are secure and available to Headteachers where appropriate.
- Record employee information, such as exemptions, transfers, secondments and maternity leave, to maintain and update payroll records.

## **Advisory**

- Provide Headteachers and other senior staff with advice and guidance on policies and procedures
- Carry out return to work interviews with staff when they return from sick leave.
- To advise on flexible working requests and support at relevant meetings including note taking.
- Support the planning and preparation of employee relations meetings, hearings and appeals including pack preparation.
- Sitting on interview panels for support staff roles.
- Supporting Headteachers with strategy planning in relation to recruitment, attraction, attainment.
- Support the HR Consultant with change management projects including redundancy.
- Working closely with the HR Consultant on all ER related matters as and when required.

## **Pensions**

- Administer opt out and opt in, or change of scheme section, decisions for LGPS, and produce letters confirming the actions for affected staff.
- Deal with routine pension queries from staff.

# JOB DESCRIPTION

## General

- 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.
- Manage own workload and be comfortable working mobile and with little or no supervision.
- Be prepared to travel between the schools located within your region.
- 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.
- 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.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust service.



# PERSON SPECIFICATION

	CRITERIA	ESSENTIAL/ DESIRABLE	HOW MEASURED
Qualifications & Training	GCSE/O level with a minimum of C in English and Maths.	E	A, I
	Level 3 CIPD qualification or equivalent experience.	E	A, I
	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 staff pay and payroll process	E	A, I
	Knowledge of employee relations and their application	E	A, I
	Previous HR 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
	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
Personal Qualities	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>