



HR Officer

Head Office, Lynsted & Norton Primary School,
Lynsted Lane, Lynsted, Sittingbourne, Kent ME9 0RL
INFORMATION



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Dear Applicant

Thank you for expressing an interest in joining us at Our Community Multi Academy Trust.

I hope this pack will give you a flavour of what it is like to be part of our successful and supportive Trust. We would welcome your request to come and visit us during the school day to see for yourself why we are so proud of our pupils and staff who make up our school community.

We believe in taking care of our family of ten schools. Our number one goal is to provide our schools with the resources they need to be able to provide their children and staff an outstanding education, a network of support, and a vision to succeed. The core purpose of the Trust is to maintain good and outstanding schools, and to ensure the rapid improvement of schools which need support in the future. The Trust must also act as a vehicle for enabling the sharing of best practice across the schools to ensure continual improvement. We provide the financial capacity to achieve economies of scale to benefit every child in every school within the Trust. We create and maintain a shared culture which requires everyone whatever their role, staff or pupil, governor or parent, to take responsibility for their position and be accountable for what they achieve. We will be driven by a desire to make a positive impact on the lives of all children. Our shared culture will respect, uphold and complement each school's distinctive ethos and character. OCMAT is unique in that it is a primary only mixed Church of England MAT with both Church and Community schools.

All new colleagues at OCMAT are made to feel welcome and professional development of staff across our Multi Academy Trust is one of our top priorities.

If you would like to find out more about our Trust and our schools, please visit our website: www.ocmat.org.uk or contact Trust HR: trusthr@ocmat.org.uk (t: 01795 606500).

Please do not hesitate to contact us if you have any questions or would like to know more about the role.

Yours faithfully

Mr David Whitehead
Chief Executive - OCMAT



Job Title: HR Officer

Grade: KR7-KR8

depending on experience

Salary: £25,378 to £28,598

Hours: 37 per week all year round

Monday to Thursday 8.30am to 4.30pm, Friday 8.30am to 4.00pm

Primarily based at Trust Central Office

Travel between Trust sites will be required

This is a permanent position subject to 6-month probation period

Advert

This is a fabulous opportunity for an experienced HR Professional to further their career in Education at Our Community Multi Academy Trust. We are seeking to appoint an enthusiastic and dedicated HR & Compliance Officer to join the Trust's successful and supportive team to drive on the development of the operational support provided to our 10 primary schools and Trust senior leaders.

Our Community Multi Academy Trust believe that our people are our biggest asset.

We can offer you:

- The opportunity to work in an excellent Trust and to contribute to its growth and development
- A stable and committed staff team determined to give our students and staff the best possible opportunities
- Work within a growing Trust who fully believe in the professional development of their staff
- Opportunity for hybrid working in line with OCMAT Policies

The successful candidate will:

- Have experience of using Management Information Systems and databases
- Have good knowledge and experience of safer recruitment guidelines
- Have experience working in HR in a school setting
- Communicate well and be confident advising others
- Have good teamwork skills
- Respect confidentiality and the potential sensitivities of working in a school
- Be able to demonstrate in their application that they can fulfil the main duties of the job description and person specification as a minimum

The successful candidate will be subject to an enhanced DBS check along with other pre-employment checks which must be undertaken before the role is confirmed by the school.

Our Community MAT is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

Applications to be made via Kent Teach.

For further information about the role, please contact Ellie Bartlett, via telephone on 01795 600505, or ellie.bartlett@ocmat.org.uk



Job Description

Purpose of the job

Plan and organise effective HR operational support for the Trust, acting as the central point of contact for schools, directly contributing to the delivery of a HR service.

Maintain central records to ensure HR systems and are always accurate and up to date.

Responsible for ensuring the Trust is fully compliant with safer recruitment and that all Single Central Records are fully accurate and up to date.

Key duties and responsibilities

HR Operational Support

- Responsible for ensuring the Trust personnel management information systems are always accurate and fully up to date. Ensure HR procedures are followed, and deadlines met.
- Manage the overall processes for the input of changes to payroll provider such as starters, leavers, contract changes, absence and expense returns in line with HR policies and procedures:
 - Providing support and direction to the Central HR Administrator to carry out the required duties
 - Maintaining segregation of duties for the input and sign off to agreed deadlines
 - Raising any anomalies and concerns to the People Manager, including outstanding documentation within given deadlines
- 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.
- Work with colleagues in the finance team to ensure recruitment is in line with budgets.
- Manage the overall processes for external and internal Recruitment and Selection as defined in HR policies and procedures, such as the Recruitment Booklet issued to schools in the Trust:
 - Drafting and checking contracts of employment for new starters if required
 - Providing support and advice to the recruiting manager as necessary
 - Sitting on interview panels for support staff where required
- Manage the recruitment process for central staff, as defined in HR policies and procedures, such as the Recruitment Booklet issued to schools in the Trust.
- Contribute to the development of administration and school support policies as required.
- To manage the recording, report drafting and arranging of all sickness absence matters.
- Responsible for personnel returns to external agencies within given deadlines such as School Workforce Census.
- Provide support with induction and probationary reviews for new employees, ensuring these are prompted to and completed by line managers in a timely manner.
- Assist the People Manager with the development of training and CPD across the Trust, ensuring training records and systems are maintained and delivering training sessions for managers and staff as and when required.
- To maintain and update accurate personnel records, including electronic files, ensuring that data is secure and available to Headteachers where appropriate.
- Responsible for the management of personnel records in accordance with retention periods.



Job Description

Advisory

- To advise line managers and employees on payroll related requests such as maternity leave, pensions, retirement and support at relevant meetings if necessary.
- Support the planning and preparation of employee relations meetings, hearings and appeals including pack preparation. When requested by People Manager/senior management take notes at meetings/hearings.
- Under the direction of the People Manager support any staffing restructures.
- Attend External Trust HR Provider briefings as required, disseminating information to the People Manager to ensure the Trust keeps up to date with HR legislation and news

Staff Wellbeing

- To assist People Manager with analysis of data from staff wellbeing surveys, entry and exit surveys, staff absence data and have input into ongoing action plans that improve staff wellbeing.
- From analysis, produce staff wellbeing reports for People Manager using data as listed above.
- Attend Trust Well Being strategic meetings to input Trust's wellbeing strategic plan.

HR Compliance

- Manage the overall recruitment process to ensure safer recruitment practices are followed in all recruitment and operational HR processes in line with KCSIE, oversee and sign off recruitment checklists for the school's appointments
- Responsible for ensuring the Trust and Trust School's Single Central Records (SCR) is up to date and accurate for all contacts with the Trust, including employees, contractors and volunteers and line managers understand their responsibilities
- Ensure HR processes and procedures meet Data Protection regulations
- Ensure staff personnel files are held securely and kept up to date in line with statutory guidance.
- Identify any anomalies to agreed Trust policies, procedures and standard practice in relation to contracts, pay, custom and practice, behavioural standards and bring to the attention of the People Manager in a timely manner.

Keep up to date with current events such as changes to government policies and HR developments which may impact on the Trust.

Assist in the recruitment and selection process of support staff were requested by the Trust schools. Were requested by the schools undertake appropriate induction, probation, training and development to ensure they are well informed of school's procedures and policies.

Attend training courses relevant to the post, ensuring continuing personal and professional development.

Act as a role model adopting personal standards of behaviour with Trust staff, Trust pupils and the wider community which support the highest possible standards putting children at the centre of everything you do.

Be aware of health and safety issues within the Trust and its individual schools and how they impact of pupils, staff and visitors to the school Maintain confidentiality and discretion in all aspects of work.

Any other work requested by, and deemed appropriate by, strategic leaders.

This role is subject to an enhanced DBS check.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Person Specification

HR & Compliance Officer

Applicants should describe in their application how they meet these criteria

	Essential	Desirable
Qualifications / Education	<ul style="list-style-type: none"> Level 3 CIPD or equivalent GCSE grade A*-C in English and mathematics 	Level 5 CIPD
Experience and knowledge	<ul style="list-style-type: none"> Significant experience of HR administration/procedures in a school setting Substantial experience of using school management information systems such as Arbor including responsibility for school workforce census Good knowledge of safer recruitment guidelines Substantial experience of producing a range of complex documents and reports using Microsoft Office Knowledge of relevant policies which keep children safe in education EG Safeguarding and Child Protection 	<ul style="list-style-type: none"> Substantial experience of using school management information systems such as Arbor including responsibility for school workforce census Experience of planning, managing and monitoring work
Skills	<ul style="list-style-type: none"> Excellent interpersonal skills. Proven ability to negotiate, show sensitivity, build and maintain good working relationships with colleagues at all levels of the Trust to achieve shared goals Excellent organisational skills. Able to work under pressure, deal with a demanding workload, plan and manage multiple projects successfully within given deadlines, whilst still developing others Excellent time keeping and attendance Evidence of successful team working Able to travel between sites Able to handle confidential information discretely 	<ul style="list-style-type: none"> Able to analyse and interpret data to monitor activities and promote solutions Able to respond appropriately to unplanned situations
Personal attributes	<ul style="list-style-type: none"> Friendly nature with a professional and flexible approach Innovative, creative Appropriate levels of personal presentation A diplomatic and patient approach Loyalty – act as an ambassador for the Trust with visitors and all members of Trust community Good judgement, with the ability to make considered decisions Flexible and responsive to change Diplomatic and resourceful Honest and reliable with integrity and commitment Analytical, thorough, methodical and accurate Demonstrable commitment to continuous professional development 	
Values	<ul style="list-style-type: none"> Commitment to Trust’s aims and values Commitment to continuous personal development Honest and reliable, displays integrity and commitment to the Trust Champion for children – establish positive relationships with Trust children, their families and staff so that pupils see all staff groups as integral and vital parts of the Trust community 	

OCMAT OVERVIEW

We believe that every part of the body is valuable and integral to the whole (1 Corinthians 12: 14-16). Therefore, we will create a community of schools that, whilst being diverse and unique in their own context, will ensure every child receives the highest quality educational experiences and pastoral support. At the heart of our Trust's vision is a belief in educational excellence, the belief that Our Community Multi Academy Trust is called to serve pupils, staff, families, and the local community by providing places where children develop and thrive academically, socially, culturally, and spiritually in the safest environments possible.

Our Community Multi Academy Trust is committed to sustaining high quality schools. Our focus is to maintain a self-sustaining school improvement model that draws on a wealth of practice and expertise across the Trust facilitated by experienced school improvement leads. Pedagogical excellence is at the heart of our improvement model with a sustained focus on collaborative and mastery learning.

We will maintain and strengthen a shared culture which requires every member of our community, whatever their role, staff or pupil, governor, or parent, to take responsibility for their position and be accountable for what they achieve. We will be driven by a desire to make a positive impact on the lives of all children. This shared community culture will respect, uphold, and complement each school's distinctive ethos and character.

Belonging to Our Community Multi-Academy Trust offers greater opportunities for influence than single schools can achieve. Working together the Trust aims to be greater than the sum of its constituent schools. At the same time, we recognise the unique character of each of our schools and the important role they play with their local community. We will work tirelessly to maintain each school's status within their locality and strengthen their character and reputation.



THE COMPASSIONATE LEADER

- Will show empathy with children, staff and families through their leadership behaviours
- Will act with fairness and consistency at all times
- Will give credit where it is due and show appreciation for the efforts of every member of staff
- Will not be afraid to make mistakes and will show their own vulnerabilities
- Will go above and beyond to recruit and retain good staff
- Will be unconditionally inclusive
- Will have courageous conversations
- Will be reflective on their own professional practice and be receptive to advice offered



THE COLLABORATIVE LEADER

- Will articulate a clear vision for their school which is understood and acted upon by all staff, pupils and families
- Will engage in and promote all Trust wide activities – working in a positive partnership with all Trust staff
- Will unconditionally work with other professionals both within and outside of the Trust for the greater good of our children
- Will display commitment to their staff and school priorities, resulting in high staff morale
- Will motivate their staff with passion, enthusiasm and inspiration making staff feel valued for their contribution to the school and the Trust



THE COMMUNITY LEADER

- Will be highly visible within their own school setting and the local community
- Will be accountable for their actions and decisions
- Will act with integrity, drawing on their values to guide their decisions
- Will empower and enable staff by leading by example
- Will positively promote the Trust and school at all times

OUR SCHOOLS

Primary

Borden Church of England Primary School, ME9 8JS

Bredgar Church of England Primary School, ME9 8HB

Dymchurch Primary School, TN29 0LE

Lydd Primary School, TN29 9HW

Lynsted & Norton Primary School, ME9 0RL

Milstead & Frinsted Church of England Primary School, ME9 0SJ

Minterne Junior School, ME10 1SB

Petham Primary School, CT4 5RD

Selling Church of England Primary School, ME13 9RQ

The Oaks Infant School, ME10 1GL

TRUST CENTRAL TEAM

Central Support Team

(based at Lynsted & Norton Primary School)

Human Resources Team

Finance Team

Business Support & Management Information Team

ICT Support

Trust Executive Team - School Improvement

Inclusion Executive Officer

Standards Executive Officer

EYFS Executive Officer

The Application Process

Applications will only be accepted from candidates who complete our application form. Application forms can be found on the Kent-Teach website. Alternatively, please contact trusthr@ocmat.org.uk for a paper application form.

The Shortlisting and Interview Process

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

If your application is shortlisted, the Trust reserves the right to conduct an online search as part of our safer recruitment checks in line with KCSIE guidance. Any relevant information found with regards to a candidate's suitability to work with children will be discussed at interview.

Candidates selected for interview will be informed.

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

- Documents to evidence right to work in the UK
- Visual identification which includes a photograph (driving licence or passport)
- Documentary proof of current name and address
- Where appropriate, 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 and appropriate checks that may be required if you have worked or been resident overseas in the past 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 an employed teaching role

Safeguarding

OCMAT 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 six months from the date of interview or submission date of application if not successful for interview, in accordance with our retention or records procedure.

Please visit the OCMAT website for all Trust Policies.

www.ocmat.org.uk

Mr David Whitehead, CEO, Our Community Multi Academy Trust

OUR COMMUNITY MULTI ACADEMY TRUST
C/O LYNSTED & NORTON PRIMARY SCHOOL
LYNSTED LANE
SITTINGBOURNE
KENT
ME9 0RL

Company No: 10842747

