



Swale
ACADEMIES
TRUST

HR Officer
Central Support Services
Information

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Welcome

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, Estates, Governance and Communications.

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: HR Officer
Grade: SAT E
Responsible to: HR Business Partner

Purpose of Job:

Provide an effective advisory and support function to schools within Swale Academies Trust. To be the key point of contact for new, current, and exiting 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 and 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.
- Liaising with ICT team to set up new employees including ID cards, email account, access to relevant Trust ICT database, etc.
- 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.
- 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 & Pensions

- Preparation of the monthly payroll including submitting any changes to pay and allowances to the payroll provider.
- Working with the payroll provider 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.
- Deal with routine pension queries from staff.

Job Description

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.
- 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 Business Partner with change management projects including redundancy.
- Working closely with the HR Business Partner on all ER related matters as and when required.

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

Qualifications	Essential / Desirable
GCSE level (or equivalent) with a minimum of C (or equivalent) in English and Maths	E
Level 5 CIPD qualification or working towards one	D
Evidence of professional development	E
Knowledge and Understanding	
Up to date knowledge of employment legislation and HR best practice and its application to policy development	E
Knowledge of staff pay and payroll process	E
Knowledge of employee relations and their application	E
Experience, skills, abilities, attributes	
Experience of working within the Education sector, ideally Schools/Multi-Academies Trust	E
Previous HR experience within an education setting	D
Excellent level of oral and written communication skill with attention to meticulous accuracy	E
Good numeracy, organisational skills and experience using HR systems	E
Excellent interpersonal skills	E
Ability to work independently and as part of a team	E
Ability to use own initiative with "I can do" attitude to meet the challenging demands of the role	E
Ability to build positive professional relationships with all key stakeholders	E
Personal Attributes	
Integrity, sound professional judgement, and the ability to maintain confidentiality	E
Drive, enthusiasm, creativeness and willingness to initiate and maintain new developments	E
Willingness to support the ethos and vision of the Trust	E
Demonstrate a commitment to upholding and representing the central services values	E



Working for Swale Academies Trust

Benefits

- Hybrid working
- Local Government Pension Scheme – with a generous employer contribution
- Self Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Enhanced Maternity Pay
- Employee Referral Recruitment Incentive
- Discounts with local and national retailers, cinemas and restaurants
- On-Site parking
- Access to training and development

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Generous Holiday entitlement of 26 days (SAT A-E), 28 days (SAT F-J), 30 days (SAT K+) plus Public holidays
- Cycle to Work scheme

Finding Us

Swale Academies Trust

Ashdown House, Johnson Road, Sittingbourne, ME10 1JS

01795 905989

recruitment@swale.at

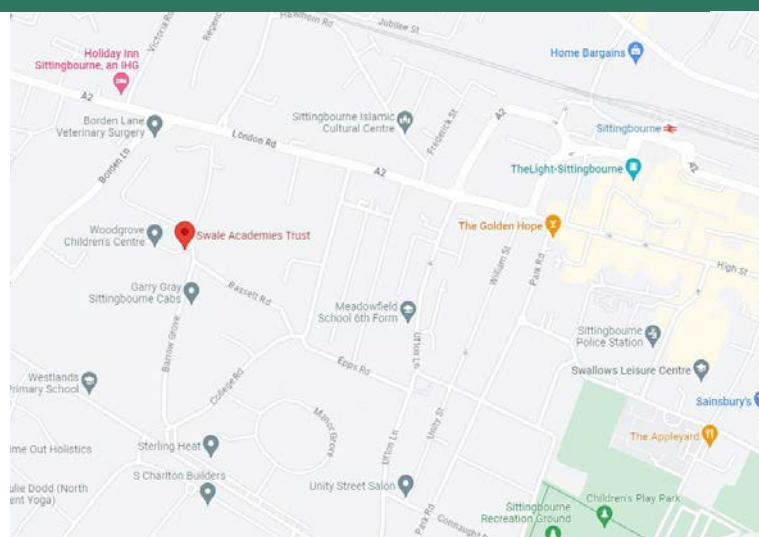
Closest Train Station: Sittingbourne Station

Approx. 15 minute walk

Closest bus stops:

The Coniston (from Sittingbourne/Sheppey) - X3, 334

The King's Head (from Medway/A249) - X3, 329





Overview of Swale Academies Trust

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, Peacehaven
- 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

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications



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.

Applications for our vacancies should be made through [Kent Teach](#). Links to the relevant Kent Teach advert page can be found within the advert on any other website that it is listed. Alternately, Application forms can be found on the Swale Academies Trust website or downloaded [here](#), and applications should be made by emailing a completed Application Form to recruitment@swale.at.

Please note CVs will not be accepted in place of a completed [application form](#).

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

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.

Swale Academies Trust will run an online check of shortlisted candidates.

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.

Central Support Services

Our Vision, Behaviours for Success and Values

Our Vision

To be dynamic, innovative service professionals in the education sector, positively impacting lives for generations to come.

As a team we aim to be innovative and forward facing.
We aim to be...

AGILE



This means we...

A

are keen to
adapt

Together, we have a desire to **adapt** and improve. Being **adaptable** means we work flexibly and we foster a positive working environment where our staff feel supported to explore opportunities and be creative.

G

are always
growing

As an organisation, we are both prepared and excited for **growth**. We believe that together we can do great things, and so we are ambitious and proactive when we plan for the future. We promote a culture of collaboration to achieve our wider goals and **grow** in our areas of expertise.

I

work with
integrity

We ensure we operate with a strong work ethic and take pride in maintaining **integrity**. We work effectively by sustaining open, clear and honest communication with one another and our stakeholders. We are trustworthy in our actions, true to our word and can be relied upon.

L

are eager to
learn

We advocate for continuous **learning** and development, and support our staff to expand their skill sets and achieve their professional ambitions.

E

encourage
one another

Offering **encouragement** to one another allows us to build meaningful and supportive relationships that endure. We **encourage** one another to act with consideration, transparency and accountability.

We value:

Adaptability

Growth

Integrity

Learning

Encouragement

