



Job Advert

JOB TITLE:	Senior Payroll and Pensions Officer
SALARY:	Full Time Equivalent of £37918 (SCP28) to £41,819 (SCP32) – plus Local Government Pension Scheme (Pro-rated £30,334.40 - £33,455.20).
WORKING PATTERN:	Part Time- 4 days a week
LOCATION:	The role is located at the Oasis Restore Secure School in Rochester, Medway, Kent.

Join Oasis Restore as our Senior Payroll and Pensions Officer and help shape the future of secure education. As part of our pioneering secure school, you'll play a vital role in delivering accurate and timely payroll and pensions services for our dedicated staff team. This is a unique opportunity to contribute to a transformative initiative that places relationships, professionalism, and hope at the heart of its mission. You'll be instrumental in our transition from outsourced payroll to a robust in-house system, ensuring compliance, efficiency, and excellent service.

We're looking for a proactive and detail-oriented professional with comprehensive experience in payroll and pensions administration, ideally within education or public sector settings. You'll thrive in a collaborative environment, working closely with HR and Finance colleagues, and supporting wider HR activities when needed. If you're passionate about making a difference and want to be part of a values-driven organisation committed to the wellbeing and development of both staff and children, we'd love to hear from you.

Our Academy

Oasis Restore is the country's first secure school that is a proof-of-concept policy initiative funded by the Ministry of Justice (MoJ). Oasis Restore's mission is to transform the life chances of children aged 12-18 years in the criminal justice system through delivering psychologically informed, integrated practice that centres on trusted, safe relationships between staff and children. Oasis Restore is a learning community that embeds hope, stability, and opportunity for children beyond the secure school.

Our school is all year-round, offering 24/7 integrated and therapeutically informed education, health and social care

Oasis Restore represents a revolution in youth justice: an opportunity for children within the criminal justice system to experience a restorative environment that creates the potential for them to thrive both now and for the future.

To read more about us please visit our website www.oasisrestore.org.

Our offer to you

As a relatively new established subsidiary of the Oasis Charitable Trust, you will enjoy the benefit of being part of a national organisation that aims to support all staff to reach their full potential and a once in a lifetime opportunity to create, develop and grow a new collaborative and innovative values-based organisation.

As well as this you will also benefit from the following opportunities:

- A mixture of one to one and group reflective practise and regular line management sessions
- Experience an Appraisal policy that decouples pay and performance.
- An elected staff forum to listen to, and act on staff feedback.
- We have recently recognised Unison to collectively bargain on behalf of all our non-teaching and non-leadership staff
- Access to the Local Government Pensions Scheme (a competitive, defined benefit pension scheme)
- Access to a funded cash plan health scheme
- Access to an EAP service
- 33 days annual leave including bank holidays, rising to 35 days after two years.
- Subject to meeting basic eligibility criteria, be entitled to up to 8 weeks full-pay and 18 weeks half-pay paid maternity/adoption/shared parental leave (based broadly on the NHS Employers scheme).
- Subject to meeting basic eligibility criteria be entitled to up to 3 weeks fully paid paternity leave.
- Paid time off to attend antenatal appointments (those staff who are either pregnant or whose partner is pregnant)
- Supportive sick leave pay (based broadly on the length of service framework in the national 'Green Book' framework) from Day 1 of employment.
- Up to 5 days discretionary paid compassionate/emergency/general leave plus further discretionary unpaid leave
- Up to 4 weeks paid parental bereavement leave plus up to 5 days paid bereavement leave for the death of other specified close relatives.
- Blue Light Card (subject to meeting their eligibility criteria)
- Expenses and travel costs incurred as part of the working day (as appropriate, not including travel to work)
- Access to free car parking, season Ticket Loans, Specsavers eye care vouchers and a cycle to work scheme (subject to meeting their eligibility criteria).

Do you dare to care?

Are you ready to make a lasting difference and want a truly unique role?

What are you waiting for? Apply today!

Make sure you download and complete our 'Application Form' including the voluntary 'Equal opportunities form*' and submit both documents to recruitment@oasisrestore.org today.

If you would like some more information or to have an informal conversation with someone, please contact us at recruitment@oasisrestore.org.

Safeguarding and Pre-Employment Checks

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant and rigorous employment checks including references and right to work checks. It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. This post is also covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Equality, Diversity, and Inclusion at Oasis Restore

We recognise that our team is strengthened by the knowledge, experience and insights people from a wide range of backgrounds can bring. These beliefs and values are underpinned by decades of work and experience that Oasis has had in a wide range of sectors including education, housing and youth-work supported further by a wide range of independent research and studies elsewhere which evidence that creating teams with diverse experience and perspectives, and encouraging healthy debate, reduces the risk of 'blind spots' that often form barriers to success.

Oasis Restore aim is to attract and retain the very best diverse talent and role models to help create an innovative, caring and extraordinary working environment for our staff, that enables us to deliver exceptional, caring and psychologically informed learning experience for our students.

We would therefore like to encourage applications from people with varied skillsets, life experiences, and from different backgrounds and sectors to help shape Oasis Restore. If you can demonstrate some of the criteria and believe you have what it takes, then we'd love to hear from you.

Given the nature of our work we also welcome applications from candidates with the following lived experience:

- Experience of working successfully with vulnerable children who sometimes have multiple and complex needs.
- Personal experience of the criminal justice system, or lived experience of the issues facing this client group (i.e. involved in gangs or knife crime).
- Knowledge of the issues facing this client group, such as gangs, knife crime, social exclusion and isolation, child criminal exploitation, adverse childhood experiences and trauma.
- Ability to actively listen and motivate young people.
- Personal experience of the Care system

- Ability to be a positive role model, demonstrating the virtues of a crime-free life to young people.

We're also very happy to answer any questions you may have so please don't hesitate to get in touch at recruitment@oasisrestore.org. *The Equal Opportunities Form will not be shared with anyone involved in processing your application.

Please complete this as part of the application process though it is voluntary.

Please note that if you have a disability and you require this form or submitting the information with regard to this form in another format, such as in larger print, please contact the People Services team