



**HR Assistant**

**Central Support Services Team – Sittingbourne, Kent**

**Recruitment Pack**



**Swale Academies Trust**

**Ashdown House**

**Johnson Road**

**Sittingbourne**

**Kent**

**ME10 1JS**

## **Job Description**

<b>Job Title:</b>	<b>HR Assistant</b>
<b>Grade:</b>	<b>SAT Band 4</b>
<b>Responsible to:</b>	<b>Head of Human Resources</b>

The postholder will work as part of the central team based at Ashdown House providing an effective HR and Payroll service to schools across the Trust. The postholder will be expected to work as part of the team and to complete tasks conscientiously and to a high standard.

They will be expected at all times to promote the ethos of Swale Academies Trust as caring and welcoming and this will be reflected in their dealing with all individuals. The postholder will be expected to work in a sensitive and diplomatic manner, having regard for the confidential nature of their work.

### **Purpose**

To deliver a high quality, pro-active human resources service to our schools. To develop effective working relationships with school office managers, leaders and school leadership teams to ensure advice and support provided is relevant and tailored to the needs of the school. To support the delivery of the human resources service and be personally accountable for the quality of work delivered.

### **Principal accountabilities**

1. Be a 'one stop' point of contact, to source and provide information on HR and payroll matters for employer and employees, signposting to more appropriate contacts if necessary.
2. To follow Trust policies, procedures and protocols.
3. To maintain and update accurate personnel records in manual and electronic format, ensuring data is secure and available to Headteachers where appropriate.
4. Work independently and as part of the team to ensure all schools across the Trust are supported. To actively engage in sharing of workload.
5. Record daily staff absence, from information provided by the cover managers and other line managers.
6. Update and maintain records of planned and unplanned absence, ensuring relevant certification or authorisation of absence is received, and that accurate records are available to meet requirements.
7. Provide information of individual's absence to interested parties including bringing concerns to the attention of the HR Officers, relevant line manager and/ or Head teacher.
8. Update payroll provider with details of staff absences affecting pay entitlement
9. Processing claims ensuring correct authorisation has been obtained.

10. Assist with checking / updating payroll documentation.
11. Record and monitor support staff leave
12. Liaise with Personnel, Payroll and Pension providers ensuring all information relevant to any changes, or responses to enquiries, are provided in a timely manner.
13. Support HR Officers in carrying out the administration tasks relating to the recruitment and employment of staff process.
14. Support performance management processes and administration of salary progression process for Teachers, Support and Leadership as advised by Line Managers and / or Headteachers.
15. Support the Head of HR in reviewing and making suggestions to improve process and protocols.
16. To keep in contact with Academies and Headteachers as required, including visiting on ad hoc basis.
17. Engage in own CPD.
18. To develop knowledge of other HR processes to support the team and school- based staff.

This list is not exhaustive and the postholder will be expected to carry out other tasks commensurate with the grade of the post as the role within the centralised function develops.

**Contacts**

Daily contact with managers and other school based staff by telephone and emails.

**Financial responsibilities**

No direct budget accountability.

**Conditions of service**

Swale Academies Trust conditions of service. This post is not politically restricted.

## Person Specification

**Job Title:** HR Assistant

**Grade:** SAT Grade 4

**Responsible to:** Head of HR

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Educated to GCSE or equivalent level, with English and Mathematics GCSE or equivalent at Grade C or above as a minimum</li></ul>	<ul style="list-style-type: none"><li>• Hold CIPD Level 3 or be willing to undertake recognised CIPD qualification.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Generalist HR experience</li></ul>	<ul style="list-style-type: none"><li>• Experience in an education setting would be an advantage</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Able to communicate in a friendly and helpful manner with staff, and members of the general public, both in person and over the telephone</li><li>• Good literacy and numeracy skills</li><li>• Ability to analyse data and draw meaningful conclusions</li><li>• Ability to cope with interruptions</li><li>• Ability to manage and prioritise the workload of others</li><li>• The ability to remain calm under pressure and handle a wide range of situations</li><li>• Be a strong team player and work well with other members of the office team</li><li>• Be adaptable and flexible, with a “can do” attitude</li><li>• Good interpersonal skills</li></ul>	

	<ul style="list-style-type: none"> <li>• Ability to work efficiently and accurately, with excellent attention to detail</li> <li>• Willingness to learn</li> <li>• Ability to develop and maintain effective computerised and manual filing systems</li> <li>• Ability to work on own initiative and prioritise personal workload to meet deadlines</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of administrative procedures.</li> <li>• Good working knowledge of Microsoft packages, Word, Excel and Power Point and use of email</li> <li>• Knowledge of SIMS or other similar HRIMS</li> <li>• An understanding of safeguarding responsibilities within an educational setting.</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of employment law.</li> </ul>

## Letter from Jon Whitcombe – Trust Principal

Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust.

Since its creation in September 2010 Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at our most recent Ofsted report will point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost, Swale Academies Trust is about the provision and development of high quality leadership and management.

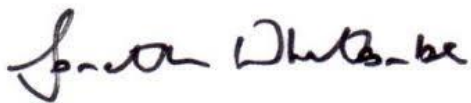
We don't seek to clone schools that deliver education in a regimented manner. Rather, we value the development in our schools of a spirit of enquiry and action research that provides the best possible education that is right for pupils in a local setting. We do, however, collectively value and strive for all pupils to produce work which showcases their development over time of which they, their teachers and support staff and parents can be really proud.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and who provide the highest quality challenge and support.

We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink that reads "Jon Whitcombe". The signature is written in a cursive style with a large initial 'J' and 'W'.

**Jon Whitcombe**  
Trust Principal

## **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 was established in 2017 and has seen a continued growth in capacity and expertise over the last year. 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, 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 alleviates the burden of administrative responsibility from schools, allowing 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.

A handwritten signature in black ink, appearing to read 'JGarraway', with a long horizontal flourish extending to the right.

**Janet Garraway**  
Chief Operating Officer

## Swale Academies Trust

The Swale Academies Trust based in Kent came into being in September 2010 as one of the first few Academy Converter Schools based around Westlands School in Sittingbourne. As a National Support School and an Academy Sponsor, Westlands and Swale Academies Trust have developed into one of the South East's leading Academy Sponsors, currently consisting of six secondary schools and ten primary schools. The Trust provides support for other schools, located in Kent and East Sussex.



As the Trust has grown and developed we continue to ensure that effective school support and leadership is maintained. Most of the schools that join us have had inherent weaknesses and challenges that need to be addressed. This involves intensive support and considerable levels of experience and intervention. 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.



## **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 Sittingbourne School, Sittingbourne
- The Whitstable School, Whitstable
- Westlands School, Sittingbourne

### **Central Support Services**

- Ashdown House, Sittingbourne

## **Extract from Safeguarding Policy**

### **Introduction and Ethos**

Swale Academies Trust is a community and all those directly connected (staff, governors, parents, families and pupils) have an essential role to play in making it safe and secure. All schools within the Trust recognise their moral and statutory responsibility to safeguard and promote the welfare of all children.

Trust Schools recognise the importance of providing an ethos and environment within school that will help children to feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The Trust core safeguarding principles are:

- It is a whole school responsibility to safeguard and promote the welfare of children
- All children (defined as those up to the age of 18) regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
- All children have a right to be heard and to have their wishes and feelings taken into account
- All staff understand safe professional practice and adhere to our code of conduct and other associated policies
- All staff have a responsibility to recognise vulnerability in children and act on any concern in accordance with this guidance

There are four main elements to our safeguarding policy:

- Prevention (e.g. positive, supportive, safe school culture, curriculum and pastoral opportunities for children, safer recruitment procedures)
- Protection (by following the agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns)
- Support (for all pupils, parents and staff, and where appropriate specific intervention for those who may be at risk of harm)
- Working with parents and other agencies (to ensure appropriate communications and actions are undertaken)

The procedures contained in this policy apply to all staff and governors and are consistent with those of Kent Safeguarding Children Board (KSCB).

### **Recruitment of ex-offenders**

The Trust has a written policy on the recruitment of ex-offenders, which is available on the Trust website under policies and documents.

## **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 application should be made via this route. Alternatively, completed forms can be sent by post to the following address:

HR 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 the following original documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements
- 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.

## 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>

