

A tall, teal signpost with a white top section. The top section contains the text 'Swale ACADEMIES TRUST'. Below this, there are four teal sections, each containing a location name and a directional arrow. The signpost is positioned in front of a brick building with large windows, partially obscured by lush green trees. A blue metal fence is in the foreground.

Swale  
ACADEMIES  
TRUST

Trust Office ↗

Westlands Primary ↖

Westlands Nursery ↑

Children's Centre →

Swale  
ACADEMIES  
TRUST

**Senior Human Resources  
Assistant**

Central Support Services Team  
**INFORMATION**



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## 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:** Senior Human Resources Assistant  
**Grade:** SAT 5  
**Responsible to:** Human Resources Operations Lead

## **Purpose**

To provide an effective operational support function to Swale Academies Trust, and to be the key point of contact for new, current, and exiting staff in relation to their pay and pensions matters, maintaining confidentiality and respect whilst adhering to policies, procedures and regulatory framework.

## **Principle accountabilities:**

- Be a 'one stop' point of contact where possible to source and provide information on HR and payroll matters to Headteachers and all employees
- To manage and prioritise a varied workload, working to tight timescales.
- To be closely involved with the improvement of the Human Resources system from an operational perspective.
- To work closely with colleagues in the finance team.

## **New starters**

- Processing and setting up of new starters/leavers on the HR system and with payroll
- 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 Adviser in order to ensure that all relevant documentation is received and processed relating to New Starters.
- Produce contracts of employment for new starters in line with statutory directives and HR KPIs.

## **Leavers / contract variations**

- Liaising with Headteachers and Office Managers in order to ensure that all relevant documentation is received and processed relating to leavers and any other contractual changes.
- To prepare correspondence for all changes to contracts including changes to hours and responsibilities. To administer all appointment, variation and termination formalities.

# JOB DESCRIPTION

## **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.

## **Sickness Absence**

- Record on HRIMS daily staff absence, from information provided by the cover managers and other line managers.
- Regularly update the system on planned and unplanned absence, ensuring relevant certification or authorisation of absence is received, and that accurate records are available to meet requirements.
- Update payroll providers with details of staff absences affecting pay entitlement

## **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.

## **Compliance**

- Ensure compliance to Trust policies and procedures, legislation, directives and promote best practice.

## **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.
- 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.



# 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 working towards one.	D	A, I
	Evidence of professional development.	E	A,I
Experience, Skills, Abilities and Attributes	Experience of working within the Education sector, ideally Schools / Multi-Academies Trust.	D	A, I
	Excellent level of oral and written communication skill.	E	A, I
	Good numeracy, organisational skills and accurate keyboard skills.	E	A, I
	Excellent interpersonal skills.	E	A, I
	Ability to work flexibly and 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
	Ability to prioritise and manage own workload to meet deadlines.	E	A, I
	Drive, enthusiasm, creativeness and willingness to initiate and maintain new developments.	E	A, I
	Willingness to support the ethos and the vision of the Trust.	E	A, I
	High attention to detail and accuracy to ensure that data inputs are reliable.	E	A, I

Assessment Methods:

A = Application Form      I = Interview

# PERSON SPECIFICATION

CRITERIA		ESSENTIAL/ DESIRABLE	HOW MEASURED
Knowledge	Up to date knowledge of employment legislation and HR best practice and it's application to policy development.	E	A, I
	Knowledge of staff pay and payroll process.	E	A, I
	Proven knowledge of HR / Database (i.e. iTrent, Oracle, Brom Com or similar systems).	E	A, I
	An understanding of safeguarding responsibilities within an educational setting.	E	A, I
	Demonstrable knowledge of school workplace wellbeing.	E	A, I
	Previous Human Resources experience within an education setting.	D	A, I

Assessment Methods:

A = Application Form

I = Interview

## 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:

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.



# OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts comprising of seventeen schools.

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 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

# SWALE ACADEMIES TRUST SAFEGUARDING POSITION

## 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 our policy apply to all staff and governors and are consistent with those of each school's local safeguarding boards.



## **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>