

Trust HR and Payroll Manager

Trustees are looking for a highly effective and experienced administrator to join our Trust as a Human Resources and Payroll Manager. This is a 22.5 hours per week, term time only permanent role, with a proposed start date of 1st September 2022.

Pay Grade and Points Range: Grade F points 17-22
 Pro Rata Salary: £13,270-£14,651
 Full Time Salary: £24,920-£27,514

Job Description

JOB PROFILE NAME:	Trust HR and Payroll Manager
LINE MANAGED BY:	Chief Operations Officer
PROFESSIONALLY REPORTS TO:	Chief Operations Officer

Purpose of the Job

To be responsible to the Trust for the management of the Trust HR and Payroll processes in order that the Trust is highly effective in supporting the requirements of HR across the Trust.

- To assist with the management of the HR and Payroll processes in an efficient and effective manner.
- Provide administrative support to ensure that the Trust meets its operational obligations.
- Promotes the highest standards of operational functions and ensures the most effective use of resources.
- Is responsible for delivering HR administration as directed by the Trust core team.
- Comply with and assist with the development of policies and procedures relating to HR and Payroll.
- Works in partnership with Victorious Academies Trust core team to assist with the provision of management information across the Trust.

Key Objectives of the Job

Scope of the Role

The Trust HR and Payroll Manager is a member of the Core Team and reports directly to the Chief Operating Officer. Based at the Trust's office which is at Inspire Academy in Ashton under Lyne, the role will involve working with the Core Team, Headteachers / Principals and Business Managers / Office staff in each of the Trust's schools. Whilst largely based at the Trust office there will be occasional travel to the schools. Working closely with the Trust Core Team, the post holder will be responsible for supporting the day to day human resource and payroll function across the Trust, ensuring safer recruitment guidelines are strictly adhered to and being the first point of contact for HR queries.

The Trust HR and Payroll Manager will be responsible for support of the Trust's day-to-day HR function and will support harmonised policies, procedures and HR administration being applied across the individual schools.

This post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of all cautions, reprimands or final warnings as well as convictions whether spent or unspent. Criminal convictions will only be taken into account where relevant to the post.

Duties and Responsibilities

Professional Values

1. Having high expectations of all staff; respecting their social, cultural, linguistic, religious and ethnic backgrounds.
2. Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
3. Reflecting upon and seeking to improve personal practice.
4. Working within Trusts' policies and procedures and being aware of legislation relevant to personal role and



responsibility in the Trust.

5. Recognising equal opportunities issues as they arise across the Trust and responding effectively, following the Trusts' policies and procedures.
6. Building and maintaining successful relationships with staff.

Human Resources

1. Supporting the school's with their Single Central Record's, ensuring information is accurate and up to date, being mindful of its significance to the schools.
2. Ensure computerised records are accurately maintained and updated regularly in line with data protection, employment law and ISI requirements. All organisation and storage of documents to be in line with HR and GDPR regulations.
3. To maintain and further develop effective systems of human resource management including all staff records.
4. Operate Arbor and other school related HR systems.
5. End to end recruitment process, ensuring best practice with regards to safer recruitment practice and Keeping Children Safe in Education, including all with the support of the Core Team and HR advisors:
 - Updating job descriptions and person specifications.
 - Advertising (drafting advert for approval, placing advert, maintaining record of all adverts placed for monitoring purposes).
 - Support schools with acknowledging applications, interviews and where appropriate supporting candidates through the recruitment process.
 - Conducting pre-employment checks and obtaining references, meeting full compliance regulations.
 - Supporting schools with ensuring that all documentation required for issuing offer letters, recruitment packs and contracts is completed. Liaising with payroll provider as appropriate.
 - Supporting schools with ensuring that all documentation required for changes to contracts, overtime, absence, etc is completed.
 - Administration support of the induction day process for new staff, liaising with senior leaders as required.
 - Ensure that staff are reviewed at the end of their relevant probationary period and informed of outcome accordingly.
 - Manage the leaver's process, arranging exit interviews, notifying relevant departments to ensure equipment etc is returned.
6. Support the Trust appraisal processes, in association with the Chief Executive Officer.
7. Liaise with and provide information to external stakeholders including Auditors and regulatory statutory bodies.

Employment obligations (HR advice is obtained through our partners)

1. Liaise with the Trust Core Team and HR advisers to ensure the HR Procedures Manual and Staff Handbook and associated policies are reviewed and updated as required.
2. Support schools with organising and minuting employee relations meeting including disciplinary hearings.

Payroll (Payroll is provided by a third party)

1. Support the schools to ensure that on a monthly basis the following are provided in a timely, accurate and complete manner to the payroll provider:
 - changes to monthly payroll adjustments (starters, leavers, allowances, maternity etc)
 - overtime forms
2. Support the Trust Core Team providing written notification to all staff of any changes in pay, including the annual pay statements.
3. Ensure the New Starter Forms are completed timely, accurately and in a complete manner by all schools.
4. Support schools in using the onboarding procedures and checklists.
5. Provide reports to the Core Team on the number of starters and leavers on a termly basis.



HR Policy and Procedures

1. Ensure the consistent application of Trust HR policies and procedures.
2. Support the Core Team to monitor and review Trust HR policies to an agreed cycle and update as appropriate.
3. Support schools with sickness absence administration and reporting.
4. Implement any agreed changes to policy and procedures across the Trust.
5. Keep appropriate records.

Additional Duties and Responsibilities

1. Undertake additional duties as may from time to time be required, commensurate with the level of the post and knowledge, qualifications and experience.
2. Participate in induction training, staff review processes and professional development opportunities.
3. The post holder does not have any line management responsibilities but will be required to lead on working with each of the schools.
4. The post is based at the Trust Office, but travel to the Trust's schools and other venues will be required to fulfil the requirements of the post.
5. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

General

1. To maintain absolute discretion and maturity in handling sensitive/confidential data.
2. To adhere to the ethos of the Trust.
 - To promote the agreed vision and aims of the Trust.
 - To set an example of personal integrity and professionalism.
 - Attendance at appropriate staff meetings, INSET and staff training days.

To carry out any other duties commensurate with the grade in order to ensure the smooth running of the Trust.

Additional Role Information

- Requires excellent communication and inter personal skills.
- Confidentiality and data protection awareness.
- Experience of working in an education establishment.
- Experience of working under pressure.

There will be a probationary period of three months. At the end of this period the position will be reviewed and if satisfactory the continuation of your employment will be confirmed.

Victorious Academies Trust has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post you are applying for involves working with children and/or young people and you will be subject to Victorious Academies Trust's safer recruitment process.

Person Specification

Attributes	Essential	Desirable
Educational Attainment	<ul style="list-style-type: none"> • Higher qualification in related area (CIPD qualified / associate or similar) • Evidence of further recent relevant professional development. • Excellent Literacy and Numeracy skills 	<ul style="list-style-type: none"> • Evidence of training in school-based support, business management or holds the Certificate in School Business Management
Work Experience	<ul style="list-style-type: none"> • Experience of working in an office / administrative role in School / Academy • Significant HR experience. • Implementing a full range of HR policies and procedures. 	<ul style="list-style-type: none"> • Quality management and monitoring performance. • Staff training, induction and development. • At least 3 years' management experience in school setting.



	<ul style="list-style-type: none"> • Proven ability to support/manage HR service delivery in a busy working environment. • Managing projects and tasks with conflicting priorities and timescales. • Experience of the schools / education sector and sourcing advice and information. • Experience of working with Management Information Systems , and Microsoft Office software 	<ul style="list-style-type: none"> • Experience of working with systems such as Arbor, ITrent or Business Objects.
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> • Excellent written and oral communication skills and the ability to engage with a range of stakeholders. • An absolute commitment to the maintenance of confidentiality, discretion, diplomacy and professionalism is crucial. • Exceptional organisational skills together with proven problem-solving capabilities. • Awareness of safer recruitment legislation and its application. • Ability to develop and work in a collaborative team environment. • Ability to develop excellent internal and external relationships. • Effective IT skills. • Knowledge of relevant policies/codes of practice and awareness of relevant legislation. • Ability to manage a varied portfolio of work in a number of related, but diverse, disciplines. 	<ul style="list-style-type: none"> • An understanding of safeguarding legislation and safer recruitment policies. • An understanding of current developments in the education sector and Multi-Academy Trusts.
Disposition	<ul style="list-style-type: none"> • Commitment and vision towards providing effective and efficient administrative support to the Trust. • Able to form good relationships with staff. • A desire to work with staff and to promote the Trust. • Self-motivated and a motivator for others. • Commitment to training and self-development. • Flexible approach to work. • Committed to the principles of equality and diversity. 	<ul style="list-style-type: none"> • Able to work in an imaginative and innovative way
Circumstances	<ul style="list-style-type: none"> • Enhanced clearance from the Disclosure and Barring Service. 	