

Human Resources & Payroll Officer Recruitment Information for Candidates



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Dear Applicant

Thank you for expressing an interest in joining The Basildon Academies.

Student welfare, academic progress and achievement is at the heart of everything we do at our Academy.

Our Academy vision is to drive:

- Social Mobility - equality of opportunity for our young people to succeed
- Moral Purpose - resilient positive decision makers
- Cultural Capital - equity of opportunity and life experiences
- Spiritual Awareness - reflective citizens and active curious learners

The Academy offers students the unique opportunity to begin their learning journey at our Key Stage 3 Lower Academy, and complete it at our Key Stage 4 & 5 Upper Academy.

Our Key Stage specialist sites enable us to offer our students age appropriate curriculum choices, support, challenge and enrichment.

We recognise the power and impact that quality enrichment can have on young lives and minds. Our enrichment programme is an essential and valuable part of our school day. All students engage in an enrichment of their choice each day as part of their curriculum.

The age appropriate enrichment curriculum supports a 'Passion for Learning' in Key Stage 3, a 'Passion for Purpose' in Key Stage 4 and a 'Passion for Life' in Key Stage 5. Our enrichment curriculum builds student resilience, self-esteem, sense of belonging and love of learning. It provides equity of opportunity, stretch & challenge, employability skills and broad experiences supporting our student cultural capital and social mobility.

Our two academy model offers our Year 7 intake a guaranteed future place in our growing and thriving Sixth Form.

The Basildon Academies Sixth Form offers personalised curriculum pathways, tailored to individual needs and aspirations. Strong support networks alongside quality teaching ensure academic success and preparation for university or the workplace.

Yours sincerely

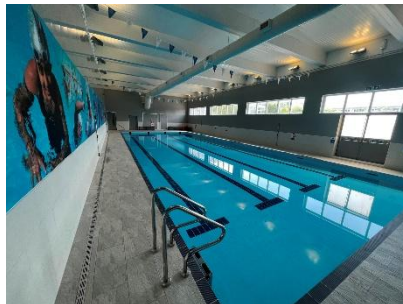


Mr G. Smith B.Ed (Hons), NPQH
Chief Executive Officer



The Basildon Academies are two state of the art Academies based in Essex, just 35 minutes from London and approximately 1 mile apart. We are unique in the way the academies are set up with The Lower Academy specialising in the teaching of our students aged 11-14 whilst the Upper Academy specialises in our 14-19 year old students.

The Lower Academy is focussed upon developing the whole child; our curriculum has been developed to enable our students to develop their knowledge, understanding and skills so that they will become lifelong learners. This includes opportunities for linguistic, mathematical, scientific, technical, human, social, physical and artistic learning so that students make progress in a wide range of subjects. The Lower Academy offers a supportive and nurturing environment to allow our students to find their adult feet as they become fully prepared for their transition to the Upper Academy.



The Upper Academy is focussed upon creating the best environment and conditions for all students to fully achieve their true potential, make at least expected progress and attain the very best grades they can in their final exams. The range of courses on offer allows students to become specialised in their favourite target areas and at the same time retain the very strong focus upon gaining good qualifications in maths, English and science at GCSE level.



Our strong Sixth Form is a major part of the Upper Academy with the structure modelling itself on developing independent learning skills like those seen in universities which allows students to continue their studies in their specialist subject areas. Students are very much encouraged to become mature adults being engaged in many aspects of the life of the academy which further develops those much needed skills to go on into university or the world of work.

Job title: Human Resources & Payroll Officer

Responsible to: Chief Finance & Operations Officer

Salary Range: Band 4

Working weeks/Hours: 41 Weeks/37 Hours

Purpose

The Human Resources & Payroll Officer will be professional and proactive, ensuring that administration is carried out accurately, confidentially and in a timely manner to support the smooth running of the Academies. To undertake all HR activities including providing advice and guidance to Managers and staff, together with administrative duties to aid in the effective operation of the HR Function across both Academies. To foster a positive organisational culture and employee engagement.

Duties and Responsibilities:

Recruitment

- Maintenance of standard forms, particulars, job descriptions and person specifications with respect to recruitment.
- Support Recruitment & Cover Co-ordinator with the onboarding processes for new employees adhering to Safer Recruitment policy and procedures and ensuring compliance.
- Ensure initial contract documents for employees are prepared and updated within a timely manner.
- Administer all starters and leavers checklists

HR Processes & Procedures

- Handle all administration tasks relating to Human Resources.
- Act as first point of contact for employee queries and concerns.
- Recording and processing of confidential information.
- Maintaining employee records within the Human Resources MIS system (EDUPAY), ensuring accuracy, completeness and confidentiality at all times.
- Implement policies for employee conduct, sickness, absence, recruitment and any other relevant policy.
- Support employee relations processes including disciplinaries, grievances, performance management and probation.
- Keep up to date with employment laws and legislation.
- Support the CFOO with the annual School Workforce Census (SWC) and other returns as appropriate.
- Support the CFOO to develop and implement HR policies and procedures.
- Provide training and advice for senior leaders and line managers in policy implementation as appropriate.
- Process daily absence report, update staff records.
- Monitor staff absence, identify trigger point and arrange necessary meetings.
- Attend meetings in the capacity of note taker

- Assist in analysing trends related to employee absence, preparing absence reports and HR metrics for Senior Leaders.
- HR Filing

Payroll

- Processing all contract changes, personal data changes within the HR/Payroll MIS system (EDUPAY)
- Providing contract and salary information to the Payroll Officer accurately and in a timely manner.
- Updating salary pay scales, applying cost of living increases
- Prepare Salary Statements annually, or following a change in pay, ensure most up to date statement is filed within employees personnel file.
- Processing annual performance management increments within EDUPAY
- Understand the payroll processes and procedures to provide support during busy periods and staff absence
- Other ad hoc duties as directed

Other

- Ad hoc duties as directed by the Trust

Person Specification:

Experience

Essential

- Experience of HR functions within a large organisation
- Experience of dealing with a variety of stakeholders
- Knowledge of employment law
- Knowledge and experience of using Information Systems (MIS) in education or another environment

Desirable

- Experience of educational environment, including Human Resources and Payroll
- Experience of working within a Payroll function, training for the correct candidate would be provided
- Knowledge and experience of EDUPAY would be of benefit but training for the correct candidate would be provided.

Abilities, skills and knowledge

Essential

- Excellent IT skills, including use of spreadsheets
- Good communication, interpersonal and presentation skills.
- Ability to deal calmly, professionally and effectively with a diverse group of people at all levels both within and outside the Academy.
- Tact, diplomacy, discretion and confidentiality

- Ability to work to and achieve tight and /or changing deadlines
- Good organisational skills, ability to prioritise for self and others and work on own initiative.
- Good team skills and the ability to network effectively.

Desirable

- Knowledge of EDUPAY system

Education and Qualifications

Essential

- 5 or more GCSE (or equivalent) including Mathematics and English
- CIPD 3 or similar qualification in HR

Desirable

- CIPD Level 3 or 5

Application Procedure

- i. Read carefully all the information about this post
- ii. If you have any questions, please telephone or email our Recruitment Coordinator on 01268498683 or email recruitment@basildonacademies.org.uk
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.
- iv. Send your completed application form by email (if downloaded from our website) or through the post to:

recruitment@basildonacademies.org.uk

Olivia Faustino
Recruitment & Cover Coordinator
The Basildon Academies
Wickford Avenue
Pitsea, Basildon
Essex, SS13 3HL

Appointment Process

- i. Suitable applications will be shortlisted for interview (as quickly as possible)
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

The Basildon Academies are committed to supporting colleagues with disabilities. If you have a disability, please give details of adjustments you require for the selection process or to do the job itself.

Pre-employment Checks

The Basildon Academies is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity, if at a school, one of which must be your current Headteacher. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

Recruitment monitoring information

The Basildon Academies are committed to ensuring that applicants are selected for appointment on the basis of their ability relevant to the job. Completion of the Recruitment monitoring information form is not compulsory but will help us to ensure that our policy and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the short listing panel.

The Basildon Academies are committed to safeguarding and promoting the welfare of children and expect their staff to share this commitment.



STAFF BENEFITS

- Staff enjoy complimentary tea and coffee in dedicated staff rooms, free toast every morning, and free fruit on Fridays.
- Complimentary onsite parking.
- Referral Scheme: Earn £250 for referring family and friends, following successful probation period.
- Professional development funding and leadership training across both Academies
- Record number of internal promotions to middle or senior leadership, apprenticeship schemes, and teacher training offered.
- Generous Pension contributions.
- Health and Wellbeing: Including free flu jab, reimbursed eye tests for VDU employees, Employee Assistant Program (EAP) providing confidential wellbeing support for employees and dependants, access to occupational health and decreased GP wait times.
- Access to onsite Fitness suite, available to staff Tuesday-Friday 4.30-6pm.
- Reduced Nursery Fee: staff with children can enrol into the closely located nursery receiving a 10% discount, and can opt for term time only childcare.
- Employee Savings and Discounts. Eligible to sign up for Blue Light Discount, my teacher discounts (including support staff).
- Long Service Award: Enhanced annual leave, increasing to 27 days after 5 years of service.
- Annual salary increments not related to PMR for Main scale M1-M6 (teachers only).
- Centralised HR, Payroll, Finance and Recruitment teams onsite.
- Access to full version of Office 365 and Canva free of charge.
- Staff Social Events: Friday football, Seat to 5k, staff games and quizzes.

