

# Applicant Pack

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To be read in conjunction with our 'Join our staff' brochure



# Job Advert

*Chorus Education Trust is a growing Multi-Academy Trust, founded by Silverdale School in Sheffield. We collaborate with primary and secondary schools across South Yorkshire and north Derbyshire, drawing on the outstanding expertise in our region to ensure every child gets the very best education possible.*

*The Trust Central Team is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future.*

## HR & Payroll Officer

**Grade 6 – SCP 21-26  
37 hours/52 weeks**

**Start Date - ASAP**

## About this vacancy

We are looking to recruit an experienced HR & Payroll Officer to join our Central Team and contribute to the development of the HR & Payroll service. This is a new role within the Trust and an exciting opportunity for a candidate who is looking to develop their career further in Human Resources.

The postholder will manage and deliver day to day HR & Payroll administration for the Trust and schools, support the Trust HR Manager, lead on the development of the internal HR management system and provide appropriate advice to relevant stakeholders including Senior Leaders.

The post holder will report to the Trust HR Manager and applicants are welcome to discuss any aspect of the role with Carly Braid (Trust HR Manager).

**There will be no need to go elsewhere – your career will flourish with us.**

## To apply

The full application pack is available from [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies) and completed Chorus Trust application forms are to be sent to Carly Braid (Trust HR Manager) at: [cbraid@chorustrust.org](mailto:cbraid@chorustrust.org)

**Please note that CVs and Sheffield City Council application forms will not be accepted.**

Deadline for applications: **11.59pm on Sunday 8 May 2022**

Interviews to be held: **Monday 16 May 2022**

*At Chorus Trust we are committed to the Safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy <https://www.chorustrust.org/policies>*

*The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.*

## Job Description: HR & Payroll Officer

<b>Profile</b>	BS3.5
<b>Grade</b>	Grade 6
<b>Grade Spinal Point Range</b>	SCP 21-26
<b>Accountable SLT post</b>	COO
<b>Line Manager of Postholder (if different)</b>	Trust HR Manager
<b>Staff to be supervised or line managed by post holder</b>	None at the present time however, this is subject to change. The grading of the post allows for line management responsibility.
<b>Post holder will work with</b>	Trust Central team, Trust Schools SLT and Trust Schools HR & Finance teams
<b>Holiday and sickness relief by/ for</b>	By and for other support staff in the Trust Central team and Trust schools as appropriate
<b>Purpose of job</b>	To work as part of the central support team providing HR and payroll administration, HR advice, guidance and support to internal stakeholders and external agencies, on all aspects of the HR function.
	This post may work across the Trust schools.
<b>Version revised:</b>	March 2022

### Main Duties & Responsibilities

The post holder must at all times carry out his/her responsibilities within the spirit of school and trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School(s).

#### Specific duties and responsibilities:

To be responsible for managing & delivering day to day HR and Payroll administration for schools across the trust. Providing generalist support to the Trust HR Manager and provide appropriate HR advice on Trust terms and conditions, general HR policies and procedures and payroll administration to the Trust Central team, Senior Leadership in schools and employees. Duties will include, but not be limited to:

#### HR Compliance, Reporting & Systems

- Support the development and implementation of relevant policies and procedures within all trust schools whilst ensuring compliance with legislation.

- Support Trust wide HR work and processes, including assisting in the development and implementation of Trust's HR Service to support school improvement.
- Lead on the implementation and development of the HR system including training for line managers and relevant staff.
- Contribute to the production and development of reports including statutory returns and provide relevant information in relation to HR matters to Executive and senior leaders across the Trust.
- Maintain and advise colleagues on compliance regarding HR data, systems and records.
- Maintain an overview of staffing and organisational changes across the Trust including post changes, new starters, leavers and employment of casual, temporary and fixed term staff including the maintenance of organisational staffing structure charts.

#### **HR Generalist Support**

- Work closely with the Trust Central team and School SLT's to provide an effective and efficient HR service that is responsive to their business needs.
- Administer processes to ensure all employee contractual variations and resignations are dealt with in line with Trust procedures and notified to payroll accurately and promptly.
- Manage the administration and support the delivery of recruitment across the Trust through:
  - Provision of advice and guidance to senior leaders, ensuring authorisation in line with the Scheme of Delegation
  - Liaison with schools regarding new appointments to ensure compliance with all recruitment policy and safeguarding requirements.
  - Ensuring new support staff posts are evaluated in accordance with the Trust's job evaluation scheme
  - Preparation of recruitment materials in accordance with Trust standards
  - Assistance with wording of advertisements and ensuring placement in appropriate media including the Trust and school websites
  - Ensuring accurate contracts of employment are issued promptly and completion of administration processes with employees
  - Maintain records of staff induction and ensure managers are prompted to complete appropriate tasks
  - Maintain records in relation to staff probation periods and support managers in ensuring reviews are completed.
- Support the organisation and delivery of in-house induction, performance management, professional development and training of staff under the direction of the CEO/COO/HR Manager.
- Monitor staff absence and support the Trust to manage this through:
  - Production of reports for managers to identify absence triggers and liaise with School SLT's to initiate the SAM process
  - Support the administration of subsequent meetings and occupational health referrals
  - Attendance at meetings as appropriate and required.
- Under the supervision of the Trust HR Manager provide advice and guidance to managers during low level HR case management meetings including disciplinary, capability, grievance and sickness cases.

- Contribute to the development of the Trust wide HR function, including managing and delivering Trust wide HR projects and targeted work as identified with the Trust HR Manager.
- To support schools during Ofsted and other inspections in relation to HR compliance.

#### **Payroll**

- Liaise with the schools to ensure their HR records are maintained in a timely manner, ensuring payroll processing deadlines are adhered to and employees are paid accurately and on time.
- Support the Trust Payroll Officer with the development, maintenance, and administration of the Payroll Trust System, including but not limited to the:
  - processing of starters, leavers, contract variations
  - pensions reporting
  - verify and create third party payments in relation to deductions taken from salary, to be raised and paid
- Balance payroll and produce monthly payroll reconciliations.

### **Support for the Trust / School (applies to all roles)**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- From time to time, to meet the needs of the trust/school, you may be asked but not automatically expected to work hours additional to your normal working hours. The school will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key trust/school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Assist with the clerical duties of the administration team as required from time to time and as appropriate to your role
- Contribute to the overall ethos/work/aims of the Trust/school
- Participate in relevant training, other learning activities and performance management as required
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions
- Team responsibilities – All Business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

## Further Statement

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Head of School/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

# Person Specification

## Job title: HR & Payroll Officer

	JOB REQUIREMENTS	Essential	Desirable	Assessment method
Knowledge, Experience and Skills	Experience of working in HR and/or Payroll administration	✓		A/I
	Experience of working with HR/Payroll systems, including associated data and reporting functions		✓	A/I
	High level IT skills in Microsoft Office: Word, Excel, PowerPoint plus email and the web	✓		A/I/T
	Understanding of HR/Payroll processes & procedures	✓		A/I
	HR experience gained whilst working in an Educational setting or awareness of the education sector		✓	A/I
	Knowledge and ability to administer employment contracts, variations, resignations and update systems	✓		A/I/T
	Knowledge of pay and conditions for Local Government services and teachers		✓	A/I
	Knowledge and awareness of payroll and pension administration		✓	A/I/T
	Knowledge of statutory payments & deductions including SSP, SMP, tax & NI		✓	
	Exceptional written and verbal communication skills	✓		A/I
	Able to plan and prioritise to ensure timely delivery of relevant reports & work to deadlines	✓		A/I/T
	Ability to provide advice on employment terms, conditions, policies and procedures	✓		A/I
	Ability to deal sensitively and appropriately with confidential information	✓		A/I
	Excellent record keeping, information retrieval and dissemination of data/documentation	✓		A/I

	Evidence of working in an environment where experiences included taking initiative and self- motivation	✓		A/I
	Demonstrable attention to detail and good listening skills	✓		A/I/T
	Maintain strict confidentiality of information	✓		A/I
Interpersonal Skills	Strong interpersonal skills with the ability to motivate others to ensure deadlines are met	✓		A/I
	Ability to foster good relations with a range of colleagues at all levels	✓		A/I
	Able to support the flow of meetings with tact, diplomacy and sensitivity	✓		I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓		I
Qualifications	Good level of literacy and numeracy eg GCSE Maths and English at Grade C or above and higher level qualifications role relevant professional qualifications	✓		A
	CIPD/CIPP Payroll Technician Certificate, or equivalent, or related experience	✓		A