



# Administrative Officer

Payroll & Personnel  
Grade 7

Required as soon as possible

## Recruitment Pack

## Message from the Headteacher

Thank you for expressing an interest in this post at Ashby School. Ashby is a school with a proud history and a strong position in the local community; where students are delighted to learn, and staff are excited to work. It is also a school embracing innovation as we transition through age-range change. We welcomed our first Year 7 students in September 2022 who start our progression to an all through school whilst we continue to welcome Year 10 students transitioning from our local High Schools until August 2024. We are thrilled about the opportunities that will be created by this exciting change and know that all members of our school community will benefit from it.



Part of the LiFE Multi-academy Trust, our School and Sixth form pride themselves on putting students at their heart. We want all our students to be happy and successful and are committed to ensuring that all students fulfil their academic potential. However, at Ashby, we realise that academic success is only a part of our role as educators. We offer our students a range of opportunities to enable them to embrace our core values; to 'Show Respect'; 'Accept Responsibility' and 'Build Resilience' to prepare them for their successful futures. We were delighted to see our approach to this work and the results of our recent improvement and innovation reflected so positively in our OfSTED inspection in January 2024 where we were judged to be a good school with a good sixth form provision.

Ashby is also a school built on the power of its staff. We have a great team of professionals, with exceptional subject knowledge, who enthuse students about the subjects they love. Ashby School also takes huge pride in growing the professionals of the future; working closely with a range of local ITT providers, as well as utilising professional development opportunities both within and beyond the MAT to ensure that investing in our staff is a key feature in our improvement strategy. This is evidenced by so many of our staff staying at Ashby year after year with several growing from their NQT year into Senior Leadership positions and giving back to their school community through the work they do.



Such investment in staff is also indicative of our willingness to work with those we employ. We know that through a career, things change and new challenges arise. We are proud of the work that we do with staff to ensure that we can find ways to adapt to need and, as such, this post is offered alongside a willingness to discuss flexible working approaches.

We look forward to your application and showing you that 'Anything is Possible' in such an innovative and exciting setting!

Dr Jude Mellor

## Our Ethos

### *'Empowered to Learn'*

We want every student to have the support they need to succeed, while recognising that success looks different for every student. We also appreciate that students need to learn to be empowered; it is this ethos that underpins our commitment to develop the whole child both within and beyond the classroom.



### *'Anything is Possible'*

Society is evolving rapidly which makes the future possibilities endlessly exciting for our students. We want them to embrace these opportunities, develop the skills they need to navigate the challenges ahead and embody our ethos that 'Anything is Possible'.

Our staff go the extra mile every day. Alongside our academic successes, we believe in creating a school community that reflects the kind of society in which we want to live.

In addition, our values focus around these aims:



We seek to embed these in all we do as embodied by our innovative and unique Empowering to Learn curriculum at the heart of our Key Stage 3 provision.



## Our Student Experience

Age range change presented Ashby with an amazing opportunity to grow a Key Stage 3 curriculum with future citizens at its heart. Our curriculum is therefore driven by subject strength, engagement, and skills development, as well as enjoyment for both staff and students alike!

Following on from this, our Key Stage 4 curriculum incorporates a broad and balanced offer that is flexible enough to meet the needs of our individual students and best supports both achievement and progression to further education be that within our Sixth Form or beyond.

## Our Pastoral Support

Each of our year groups has a Year Team Leader who is part of our support staff. They are supported by Assistant Key Stage Leaders and administrative staff as well as staff focussed on supporting our Looked After Children and those in receipt of Pupil Premium. We also have ;

Our dedicated Inclusion support includes:

- The LINC Learning and Inclusion Centre where our dedicated team of Teaching and Learning Support Assistants work with students with Special Educational Needs in both classroom settings and intervention groups.
- The Bridge focussing on supporting student well-being.
- The Gateway, an on-site Alternative Provision supporting students who find mainstream learning more challenging through facilitating a range of hybrid learning models.

## Our Curriculum Support

We support our students' learning through a range of staff positions including support within faculties, administrative support for the smooth running of our school, our data team to support tracking and intervention of student progress and our reprographics and library team who support our students to open their minds through reading. We also have an active and engaged team of technicians working in our practical subjects to both support and facilitate learning in a student facing way.

## Our Premises, Catering and Cleaning Team

We strongly believe that where we create the right environment for learning, our students have the best possible chance of success and we do this through investment in our premises, catering and cleaning teams. We have also recently added some housekeeper positions to our staffing in order to create ownership of our learning spaces so staff in all positions can tangibly contribute to our students' progress.



## Job Description

### Administrative Officer – Payroll & Personnel

<b>Job Title</b>	Administrative Officer
<b>Grade</b>	Grade 7, Points 11-14 £24,708 - £25,983 Actual salary £21,689 - £22,808
<b>Weeks &amp; Hours</b>	37 hours a week, 40 weeks – term time plus teacher days plus 8 days in school holiday time to facilitate month end Whilst offered flexibly, we are interested in employing someone who can work from 7:15am each day.

Personnel within this role are employed under the following Job Description and Person specification below. Details of specific roles are directed as necessary by the school.

### Job Description

Overall	<p>All employees employed within this job description must be willing to:</p> <ul style="list-style-type: none"> <li>• Complete tasks which require a level of specific training and knowledge of school systems and processes.</li> <li>• Be prepared to adopt the usage of new systems for example around data analysis or financial arrangements</li> <li>• Be proactive and promote solutions to challenges and efficiencies in work patterns</li> <li>• Keep such necessary training up to date</li> <li>• Be prepared to share this knowledge with others for the benefit of the team</li> <li>• Work effectively as part of a team.</li> <li>• Work independently; prioritising and appraising tasks as appropriate.</li> <li>• Be flexible in both approaches taken and the use of time/resources.</li> <li>• Support current policies and recognise good practice within the school.</li> <li>• Be aware of the importance of confidentiality and data protection.</li> <li>• Participate in annual appraisal with your line manager, based on agreed objectives.</li> <li>• Contribute to the completion of exams within school and undertake training as appropriate.</li> <li>• All tasks should be undertaken with due regard to Health and Safety regulations.</li> <li>• To undertake such duties which are within the scope of the job purpose, title of the job and its grade.</li> </ul>
School Culture	<p>Contribute to a culture where students experience a positive and enriching school life. Be proactive and positive in interactions with young people within and beyond the role and support students social times as need arises. Work to establish a staff culture that promotes excellence, equality and high expectations. Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment. Contribute to the safe environment through support for fire evacuations.</p>
Role	<ul style="list-style-type: none"> <li>• To check monthly payroll reports in a timely manner, dealing with all wage queries promptly as soon as they arise and organising diary when such checks are required out of term time</li> <li>• To maintain an accurate SCR, updating according to KCSIE requirements &amp; ensure safer recruitment checks are completed for all new starters</li> </ul>

	<ul style="list-style-type: none"> <li>• To ensure that the personnel filing system is kept current and up to date, and routinely archive / dispose of historic documents in accordance with the school's document retention schedule and GDPR practice</li> <li>• To maintain accurate employee records, both electronic and manual, ensuring that any changes to contracts / pay are processed in a timely manner to meet payroll deadlines</li> <li>• To support the administration of the recruitment process as required</li> <li>• To record and monitor staff absence, ensuring that medical certificates are requested where necessary, absence information is reported to payroll, and absence insurance claims are submitted in a timely manner</li> <li>• To monitor and address absence management in line with Trust policy, providing reports to the head teacher, ensuring all return to work meetings are completed, absence triggers are monitored and issues escalated to line managers</li> <li>• To take minutes at formal meetings where the need for accuracy and the recording of decisions is important</li> <li>• To support the development of HR and administrative procedures and systems within the school</li> <li>• To complete statutory and non-statutory returns, ensuring that they are accurate and submitted in a timely manner (e.g. school workforce census, monthly absence return, etc.)</li> <li>• To work with the head teacher / cover manager to ensure that arrangements are in place to address staff absence</li> <li>• To provide general administrative support in respect of HR matters, including recruitment and payroll administration and dealing with general staffing issues</li> <li>• To cover and support other senior administrators in cases of long term absence</li> </ul>
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### Person Specification

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Great interpersonal skills.</li> <li>• Ability to work effectively as part of a team.</li> <li>• Level 2 qualifications in maths/numeracy and English/literacy.</li> <li>• Effective ICT skills, particularly word, excel &amp; outlook.</li> <li>• A logical mind and an attention to detail.</li> <li>• Experience of working with database / ICT system.</li> <li>• Experience of working within the requirements of GDPR.</li> <li>• Ability and willingness to undertake professional development.</li> <li>• Empathy with young people and a desire to see them reach their potential regardless of barriers</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment.</li> <li>• Experience of education database ICT system</li> <li>• Awareness of child protection</li> <li>• Knowledge of health and safety procedures.</li> </ul>

## Advert

### Administrative Officer – Payroll and Personnel

Grade 7, Points 11-14, £24,708 - £25,983

(actual salary £21,689 - £22,808)

Ashby School is looking to add to its administrative team!

We are a large and busy secondary school and are looking to add capacity to our administrative team. The primary focus of the role will be facilitation of our payroll and personnel systems. However, the role will also work flexibility to support our broader administrative functions in particular to provide support for any necessary cover arrangements and to also train in the support of our educational visit coordinator.

We are interested in candidates who like the challenge of doing different roles within an organisation; who work well in a team but who also have the capacity to be a self-starter and a completer-finisher. We welcome experience of working with database systems within or beyond education, but we also offer full training to those who can demonstrate the aptitude and attitude to be successful.

If you think this could be just what you are looking for, we look forward to welcoming your application!

We are looking for someone whose values match ours, whose ethos resonates with our school, who is invested in the promotion of young people through the value of education and who thrive on working in a busy and buzzy environment. If this is you, we would love to hear from you!

*“LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to a DBS check and an online search.”*

**Closing date for applications is 9am Monday 16<sup>th</sup> September 2024.**

## **Safer Recruitment Applicant Information**

**The information contained within this document is aimed at helping applicants understand what is required should they be asked to attend for interview.**

### **SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

Ashby School 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 Ashby School's safer recruitment process.

### **PRE- EMPLOYMENT VETTING**

As part of its safer recruitment and selection process, Ashby School operates a strict pre-employment vetting procedure. All applicants will be required to undergo the checks outlined below.

#### **Declaration of Previous Convictions**

The amendments to the Rehabilitation of Offenders Act 1974, Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions is available on the Ministry of Justice website.

Should you be shortlisted for the position, you will be required to complete a criminal records self-declaration form in order to provide any information about any unspent and unprotected criminal records that you may have.

#### **Disclosure and Barring Service (DBS)**

Successful applicants seeking to work with children and/or young people will be required to undergo an Enhanced DBS Disclosure; this will include a check against the Barred List.

A Barred List check is the minimum check required for staff working in organisations. Successful applicants will be checked against the List prior to an offer of appointment being made.

We will also retain, with the permission of the applicant, the DBS Disclosure documents of any 'hold' candidates. These documents will be destroyed once a decision (offer and acceptance) has been reached.

Where an applicant is not normally resident in the United Kingdom or has been resident outside the United Kingdom for more than six months, a certificate of good conduct will be required from the previous country of residence.

#### **Qualifications**

If the post applied for requires a specific qualification, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.



### **Registration with a Professional Body**

If the post applied for requires registration with a professional body, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

Ashby School will verify registration/membership with the relevant professional body.

### **References**

Applicants are required to provide a minimum of two referees, one of which must be your most recent employer. One reference must be from a referee where the employment involved working with children and/or young people wherever possible.

If you have worked in a school, the referee must be the Headteacher/Business Manager of that school.

If you have undertaken voluntary work with children and/or young people, you should use the leadership of such voluntary provision as a referee.

In addition, Ashby School will seek references from educational establishments for those applicants with no previous employment history.

**Under no circumstances will Open References (i.e. addressed “to whom it may concern”) be accepted.**

In all cases, Ashby School will contact the referee prior to the interview, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment.

### **Eligibility to Work in the UK**

Ashby School has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

### **Medical Assessment**

All offers of appointment will be subject to the satisfactory outcome of a medical assessment procedure.

### **IMPORTANT NOTICE TO ALL APPLICANTS**

As stated previously, all offers of appointment are made subject to the satisfactory outcome of the pre-employment checks for the post.