



**TAME RIVER
EDUCATIONAL
TRUST**

HR/Payroll Officer – Hyde High School

Candidate Information Pack

**Great schools in which to learn, teach and belong.
Welcome to Tame River Educational Trust**

Dear Candidate

Thank you for your interest in the post of HR/Payroll Officer with Tame River Educational Trust.

Tame River Educational Trust was established in 2022, with Tameside and Clarendon Sixth Form College as our sponsor. We grew from our desire to make a significant difference to the school days and life-chances of all our young people, including and especially young people who have fewer socio-economic or prior educational advantages.

Our mission is to establish great schools in which to learn, teach and belong. Schools which promote learning, develop character, value diversity and build cultural capital. By the age of 16 we aim for every student to progress to suitably challenging post-16 studies and apprenticeships.

Each of our schools is committed to academic rigour, a spirit of enquiry, talent and character development and providing our students with a significant educational dividend.

The Trust is currently comprised of one academy and two associate schools, who will become full members of the Trust imminently.

As a Trust we do so much more, and we are growing! We are an ambitious Trust in which to study and work. All our members of staff, both teaching and support staff, are dedicated, committed professionals.

We recognise that our staff are our greatest asset and our Talent and HR strategy places people at the heart of our work.

If, after reading everything about us, this sounds like a Trust you would like to work for, we would very much welcome an application from you.

Phil Wilson
Chief Executive Officer

An Introduction to our Trust Schools



Droylsden Academy

Headteacher

Mr E Mayell

Droylsden Academy is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The Academy is currently rated 'Good' by Ofsted and serves over 900 students. The school is heavily over-subscribed and has an impressive modern building. Our staff are driven by the belief that every child should go to a great school and we believe that every child can become a great learner through politeness, hard work and honesty.

We believe that success should be measured by both academic progress and by one's contribution to our community and wider society.

Mossley Hollins High School

Headteacher

Mrs A Din

Mossley Hollins High School is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The school is currently rated 'Good' by Ofsted and serves over 900 students. The school is heavily over-subscribed and has an impressive modern building. We are a happy, academically ambitious and inclusive school and we are passionate about learning. At the heart of everything we do are our deeply held values of manners, hard work and honesty.

We believe that success should be measured both by academic progress and achievement, and also by one's personal and social development and one's contribution to our community and to society.

Hyde High School

Headteacher

Mrs G Arnold

Hyde High School is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The school is currently rated 'Requires Improvement' by Ofsted and serves over 1200 students. The school is heavily over-subscribed and has an impressive modern building. We provide an engaging and inspiring educational experience that instils in our students a lifelong love of learning and respect for themselves, our community and our environment. A place where warmth, high expectations and strong values are prevalent in everything we do. A learning environment where every student can thrive and belong. Our work is under-pinned by a clear set of values **Ready, Respectful and Safe.**

We are rooted in our community, and we celebrate the diversity and uniqueness of everyone. We know that a successful school depends on a strong partnership between school and home and this shared approach is key to the individual success and happiness of every student.

Application Procedure

For a confidential discussion on current vacancies please contact the school via the PA to the Headteacher (r.fawcett@hydehighschool.uk).

To apply for the role please complete the application form – available to download from our website and return it to r.fawcett@hydehighschool.uk.

In compliance with Safer Recruitment Guidelines, CVs will not be accepted.

Advertised: 11th March 2025 Closing date for Applications: 28th March 2025 at noon.

Interview Date: Friday 4th April 2025

Shortlisted candidates will be contacted with details of the interview process. If you have not heard from us within 5 days of the closing date, please assume your application has been unsuccessful, on this occasion.

Safer Recruitment

The Tame River Educational Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process which includes assessing candidates' suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure, with Children's Barred List Check.

Equal Opportunities

The Tame River Educational Trust believes that all individuals are of equal value, and we are committed to equal opportunities for all. All people who work and study in our schools have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation, religion or belief.

Tame River Educational Trust and all its schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Job description The Tame River Educational Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Job Title:	HR/Payroll Officer
Reporting to:	Trust Chief Operating Officer and Headteacher
Hours & Salary	36 hours per week, term time only plus 3 weeks to be worked during school holiday time, in agreement with the school line manager. The salary for this position will be paid at Grade F on the support staff pay scale: £27,844 - £30,246 actual salary (£30,060 - £32,654 FTE).
Role Overview	Based at Hyde High School but working alongside the wider Trust HR teams, the successful candidate will support the effective management of the School's HR services drawing on knowledge as a people professional. The HR Officer will assist in the effective implementation of HR policies and procedures, providing appropriate and employee focussed advice. The successful candidate will use their skills to drive employee engagement and manage change. The successful candidate will also administer the payroll for the School, inputting data so that the external pay provider can ensure employees are paid correctly. This job description is written at a specific time and is subject to change as the demands of the Academy and the role develops. The role requires flexibility and adaptability and all employees need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.
Child Protection and Safeguarding:	The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Child Protection and Safeguarding Policies, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.
Main duties and responsibilities:	As an HR/Payroll Officer, you are expected to: General HR 1. Work closely with the Headteacher, SLT and line managers to understand and implement Trust policies and procedures such as performance management, equal opportunities, disciplinary procedures and absence management.



2. Provide employment law and general HR advice to managers.
3. Working with the Headteacher and the wider Trust HR Teams, co-ordinate and manage employee relations caseload including grievance, disciplinary, family leave, flexible working and capability procedures communicating with the Trust Chief Operating Officer as required.
4. Advise managers on employee relations matters including capability, disciplinary and grievance.
5. Be responsible for the administration and accuracy of the HR systems for the school.
6. Conduct exit interviews.
7. Undertake any HR projects as requested by the Headteacher and/or the Trust Chief Operating Officer.

Professional Development

1. Administer and oversee the annual Professional Goals Procedures for all staff.
2. Prepare and review induction training of employees, workers, contractors and volunteers to ensure effective introduction to the role, school procedures and safe working.
3. Draft training agreements where appropriate.

Recruitment

1. Ensure the Trust's Safer Recruitment Policy and Procedure is followed at all times.
2. Manage the whole cycle of recruitment campaigns for the school, in accordance with Trust procedures.
3. Prepare offer letters, contracts and joining paperwork, in accordance with Trust procedures.

Remuneration, Payroll and Benefits

1. Manage the administration of the annual pay review process.
2. Manage any pension or pay queries.
3. Ensure payroll variations are uploaded and input to the Trust's external payroll provider, to ensure a timely and accurate payroll process.

Wellbeing

1. Provide a first point of call service to staff and provide early intervention, signposting staff as appropriate.
2. Liaise with Occupational Health Advisors in respect of staff referrals.

Compliance

1. Administer and manage the School's Single Central Register and all associated checks for employees, workers, contractors and volunteers.
2. Ensure that the School's Single Central Register is inspection compliant
3. Provide advice to staff on relevant safeguarding checks required for visitors, contractors, supply and temporary staff.
4. Manage statutory returns eg workforce census.

Tame River Educational Trust

1. To respond to any request as reasonably asked by Trust senior leaders
2. Complete Trust scorecards as required for the School.



	As a member of staff, you are expected: 1. To safeguard all students, promoting their safety, health and welfare in accordance with school policy, both on the school premises and on school activities elsewhere. 2. To follow and uphold all school policies and be an excellent ambassador for the Trust and Hyde High School. 3. To have a responsible and diplomatic approach to matters of a confidential nature. 4. To ensure awareness of what is happening in and around the school; checking and responding, where necessary, to school emails regularly. 5. To develop yourself through engaging with CPD, including ICT training, in order to maximise effective use of all school systems. 6. To undertake any other duties that might be reasonably requested, by the Headteacher, any other member of the senior leadership team and Trust leaders. Any request will correspond with the general character of the post and are commensurate with the level of responsibility.
Health and Safety:	The post holder must, at all times, work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LEA's policies and procedures. The postholder is responsible for their own Health and Safety, as well as that of their colleagues. All Trust schools are non-smoking sites.
General:	This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in the Academy's appraisal programme and to participate in appropriate staff training and development activities.

Person Specification			
	Essential	Desirable	Method of assessment
Qualifications	• Educated to GCSE Level or equivalent • CIPD Level 3, or willingness to undertake training with equivalent experience	• Educated to degree level • CIPD Level 5 • Mental health/wellbeing qualification/CPD	• Production of the applicant's original certificates
Experience	• Generalist HR experience providing support to managers and staff • Experience of managing employment relations cases • Highly experienced in dealing with sensitive and confidential information including an awareness of GDPR.	• HR experience within the education sector	• Contents of the application form. • Interview • Professional references
Skills and Knowledge	• Highly developed communication skills- ability to prepare comprehensive reports and documents as required. • Computer literate with a strong knowledge of Microsoft Office and the ability to learn new systems. • Strong time management skills.	• Working knowledge of Safer Recruitment legislation including KCSIE.	• Contents of the application form • Interview • Professional references
Personal competencies and qualities	• Ability to schedule complex interviews. • Excellent attention to detail and accuracy. • Passion for helping children and young people learn. • Trustworthiness and integrity. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people.		• Contents of the application form • Interview • Professional references



	• Ability to engender confidence in young people. • A warm, friendly, and patient manner. • Ability to build positive relationships with all students that allow them to achieve to their highest potential. • A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best. • A willingness to learn new skills and approaches and to share experiences with others. • A sense of humour.		
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Employee Acknowledgement

I have received a copy of my job description.

I have read and understand the duties of my job.

I confirm that I can fulfil the requirements of the role of HR/Payroll Officer

Signed:

Date: