

## **HR & Payroll Officer**

**Salary range £33,142 - £37,279 FTE (Actual £29,203 - £32,849) + Local Government Pension Scheme**

**37 Hours per Week/40 Weeks per Year**

**Required for: 1 April 2026 or earlier**

**Closing date: 9am on 23 February 2026**

**Interview date: TBC**



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# Welcome from Nigel Wright, Headteacher

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**Welcome and thank you for your interest in working with us at Oakmoor School. We are a growing school and need to expand our teaching team.**

If the following interests you then do keep reading...

- An additional week holiday at October half term. You will never work more than 7 weeks in a row.
- Centralised detentions
- Significantly under directed time
- Supportive SLT who are present around school every lesson every day

Oakmoor is brand new, state of the art secondary school situated in a 22 acre tree lined site on the edge of the South Downs National Park.

We are a friendly, vibrant school with high standards and expectations. We pride ourselves on knowing every young person as an individual and challenging each of them to have the highest possible aspirations.

We are a highly collegiate staff with high expectations of ourselves and each other surrounded by like-minded, high calibre colleagues, who strive to provide the best education possible for our students. It is an exciting time to be joining our brand new, vibrant school where all staff are valued and their contribution to the organisation as a whole is recognised.

Teachers are very well supported by an excellent professional support team at all levels who share our goal of every child achieving their very best whilst enjoying a rich and varied curriculum with plenty of opportunities to excel outside the classroom.

Students at Oakmoor display excellent behaviour in lessons and around the school. Teachers plan highly engaging lessons tailored to the needs of our students allowing high levels of progress to be enjoyed. Students benefit from a wealth of extra-curricular activities, including trips and visits to enrich their experience at our school.

Our Plan-Deliver-Assess focus means that we have stripped away unnecessary bureaucracy and meetings allowing teachers to spend time on the 3 most important parts of their role. Teachers have time to plan great lessons, enjoy delivering their lessons and assess progress efficiently to inform the next stage of their planning to meet student need.

Four years' ago, one of our staff-led school improvement groups, piloted a new approach to assessing the work of students in their classes to inform their planning, rather than providing detailed feedback to every child individually. The pilot was highly successful and is now our whole school approach to assessing and planning.

Every teacher has saved a significant amount of time by no longer making detailed notes in every child's book which was having a limited impact on student progress. Teachers now use this time to plan more precisely to address misconceptions and tailor learning to their classes.

Removing other time-consuming activities which prevent teachers from doing their job effectively has also led to considerable student enjoyment and progress which has consequently improved GCSE outcomes for our students. It also means great teachers stay at Oakmoor and we have created an exceptional teaching staff here.

At Oakmoor we encourage staff to develop and many of our teaching and professional support team have been successful with internal promotion in recent years. This provides excellent continuity for the school and allows colleagues the opportunity to progress whilst remaining in the school they enjoy being part of.

We have cutting edge technology throughout the site and the latest specialist equipment for key areas such as science, technology and performing arts. Our main buildings surround a central court yard which includes covered areas for outside dining accessible from the dining hall and seating areas accessible from the learning resource centre for reading at break and lunch times.

There is an abundance of green spaces which include several sports pitches, an athletics track, a nurture garden and a forest school area for outside learning and activities. The whole site is bordered by mature trees providing a relaxing and inspirational backdrop to the learning environment.

We are a very successful school where high levels of respect and conduct prevail. Our success shows that when you couple high quality pastoral care with high standards and expectations, young people are able to flourish and to achieve their very best.

Visitors comment on our purposeful learning environment and our delightful students.

Let Oakmoor look after you and your career.

## Working at Oakmoor School - A View from our Staffroom

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There has been a real focus on reducing workload and unnecessary meetings. This has resulted in fewer after-school meetings. Even more significantly, we now have a whole-class feedback policy which has reduced time spent marking and given staff more time to focus on planning for progress.

**Mr Denton, Mathematics Department**

I have worked at Oakmoor School for over 20 years. In those years I have loved working here. We have a special staff team who are extremely supportive of one another. The students I work with are appreciative of the work I do and are always grateful for the time I give to help them.

I always said I would look to work in another school after 5 years of arriving but the wonderful students and staff have kept me here

**Mrs Hale, Technology Department**

Working at Oakmoor as a teacher is an absolute pleasure. This is my seventh year at Oakmoor School and feel so lucky to have such an amazing classroom environment. Everything a teacher could wish for, lots of cupboard space, visualizers, interactive whiteboards and space to create displays. The team at Oakmoor is supportive and it feels like a family".

**Mrs Sutshall, Humanities Department**

I have worked at Oakmoor School for almost 7 years. Oakmoor provides students with the necessary knowledge, skills and attitude for their development, which ensures a wider scope and prospective about education and what career choice to make in the future. My work colleagues are very supportive and friendly, which creates a sense of community and team spirit.

**Mrs Kelly, Administrative Department**

## Professional Support and Development

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At Oakmoor we offer a diverse programme of professional development to enable teachers to enrich their practice in areas that they have identified and want to develop. Professional development is closely linked to our school strategic plan and individual performance management to ensure that we are improving and enhancing the school as well as individual practice.

Throughout the school year, staff participate in a Twilight programme of professional development that has a focus on key areas. All staff are given the time and opportunity to choose a theme that they would like to research and study. The results of this work are then implemented to improve and enhance an area of their practice. There are also opportunities to share this knowledge with the whole school through our meeting and INSET programme and on many occasions whole school policy and practice has been influenced by the Twilight professional development programme.

Staff are also given the opportunity to work collaboratively with other staff and departments across the school though our meeting cycle. The collaborative meetings have a clear agenda that relates to sharing good practice to enhance provision through planned learning walks, work scrutiny opportunities and discussion and debate regarding learning, the curriculum, assessment, examination technique and classroom practice.

For Early Career Teachers (ECTs), our programme has been recognised as delivering the highest grading for guidance and support for our newly qualified teachers.

Our ECTs have a mentor who works in partnership with them to ensure that they continue to develop throughout the academic year. Their mentor observes lessons and provides regular feedback on the quality of their teaching as well as offering helpful advice on how to improve further.

This support programme continues once qualified teacher status has been achieved, as staff progress into our Recently Qualified Teacher (RQT) programme to ensure that support and development is on going, as we recognise that we have different needs at different stages of our career.

For professional services staff wishing to become teachers, we have a successful School Direct programme which is delivered jointly through our close link with the University of Chichester. This programme provides an opportunity to train with us for one year and includes a second placement in another school for one half term. When accepted onto our School Direct Programme, trainees are fully integrated into our staff team and are supported to ensure that they are given every opportunity to develop the skills required to become an outstanding teacher. To date, we have a 100% pass and employment rate and we expect to see this continue in the future.

# University of Chichester Multi-Academy Trust

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The University of Chichester Academy Trust ('the Trust') is uniquely placed to make a difference to the local education landscape. Schools who join our Trust do so because they wish to work with like minded schools who have a shared passion for pupil centred learning, and a desire to work together for the benefit of the wider community that we serve. The Trust is a member of the Confederation of School Trusts and The Queen Street Group.

The Trust has 15 academies in its education family, based in Hampshire, Portsmouth and West Sussex, and a SCITT. Although we share the same vision and values, each of our academies have their own identity which defines them within their local community. The Trust is strongly committed to valuing the uniqueness of each school and governance, through local governing bodies. We offer:

## **Co-Leadership Approach**

The headteachers of our academies all lead their own schools and contribute to the wider leadership of the Trust. Our headteachers have a key role in driving the policies and procedures of the Trust and in leading areas of strategy and projects across our academies.

## **A Shared Vision**

For all young people to be inspired by an excellent education that raises their aspirations and enriches their lives.

## **A Shared Mission**

To create a vibrant, inclusive and aspirational family of academies, transforming life chances for pupils through excellent teaching and learning.

# **Achieve More, Challenge Thinking, Shape Futures**

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The collective strategic priorities of the Trust are outlined below. The Trust's Education Development Team have developed a programme, with the University of Chichester, to support all teachers, ensuring evidence-informed practice and professional enquiry promote and meet the strategic priorities.

## **Learning and Society**

Ensure our curriculum offer allows all of our pupils to achieve more and identify with their school community and society as they journey through each of our schools and work closely with our University sponsor.

## **Strategic Leadership**

Develop the leadership capacity and impact of our staff so that they are professionally developed in line with our Trust ambitions and their professional learning pathway.

## **Collective Responsibility**

Invest in and support our staff so that they collaborate to strategically raise the standards all pupils reach and embed evidence-based practices that have an impact on pupils' learning and identity.

**Trust Identity** Ensure our Trust identify and narrative, including our Equality, Diversity and Inclusion commitment, is known to our communities within and outside of the Trust, so that they see, help shape and benefit from being part of the University of Chichester Academy Trust.

# Together we make a difference

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## Our Promise to you:

- Be a member of a high performing team
- A school which is committed to continued rapid progress and the achievement of excellence
- Involvement in a brand new, purpose-built academy with carefully planned internal and external spaces, well-equipped ICT resources, learning resource area and state of the art technology

## A focus on you:

- Opportunities for shared learning and collaboration across the University of Chichester Academy Trust and the wider network
- Extensive professional and personal development opportunities
- Access to current research and expertise from the University of Chichester

## Reward and Benefits:

- A pay and reward package which values all staff and recognises the importance of staff in contributing to the achievements and success of the Academy and Trust
- Eligibility to join NUS Extra saving you £££'s on a range of goods and services
- Teachers' Pension Scheme
- 24/7 Employee Assistance Programme

## Be part of something bigger:

- The support of the University of Chichester Academy Trust, its Board and colleagues from the University of Chichester
- Security of knowing you are joining an organisation whose sponsor has been promoting education for the past 150 years!

## Staff Benefits:

- Teacher's Pension Scheme
- Employee assistance provision including 24/7 telephone helpline and counselling
- Lifestyle health and wellbeing programme
- Access to an extensive personal and career development programme
- Access to the University's vast Library resources and to the National College resource
- Generous leave entitlement
- Employee Discounts Platform, saving £££'s on a range of goods and services
- Eyecare Voucher Scheme
- Eligibility to join TOTUM (NUS Extra)
- Relocation allowance where eligible

# Job Profile

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**Job Title:** **HR & Payroll Officer**

**Reports to:** **Headteacher**

**Location:** **Oakmoor School, Bordon, Hampshire**

## Function of the Post

Working in conjunction with the Central People Team at the Academy Trust the post holder will act as the first point of contact for all school employee HR and payroll related matters for Oakmoor, working in conjunction with Oakmoor's PA to Headteacher where the role requires.

## Principal Accountabilities:

- To be the first point of contact for all school HR and payroll matters. Liaising with the Central Trust People team and Payroll as required
- Communicating HR processes and issues effectively and in a timely manner with the senior leadership team and managers.
- In conjunction with the Central People Team and the Headteacher monitor staff absences and ensure that absence management processes and policies are adhered to and escalated as appropriate.
- Generate correspondence relating to employee changes and confirm with staff any changes impacting their roles. Ensure all changes are accurately recorded on the Access HR & Payroll system.
- Support the full recruitment and selection lifecycle as directed by the Senior Leadership Team and Central Trust to ensure recruitment and selection is in line with Trust policy and recruitment campaigns attract and induct high quality talent, including supply cover, whilst minimising recruitment costs and agency fees.
- Manage the monthly payroll for the School, working effectively with the Payroll Bureau Service and Central People team to ensure payroll is completed in line with the scheduled timetable, data is accurate and statutory reporting and information required for the Trust is completed on time.
- Liaise with the Finance Manager to ensure payroll final reports and third-party payments are processed and paid in line with requirements.
- Ensure HR and Payroll administration is undertaken in line with policy and procedure, payroll data is verified and staff records are secure and accurate, with statutory reporting and information for the Trust completed on time.

- In accordance with Trust procedures support the LGPS and TPS pension administration to ensure Central People team receive information and reports when required, to ensure pension administration can be managed effectively and to tight deadlines. This will include processing some pension administration, such as informing HPF of LGPS new starters.
- Working in conjunction with the Central People team act as the lead for the school in respect of the HR & Payroll system, ensuring all documentation and records are uploaded accurately onto the Access HR & Payroll system.
- Encourage and support staff to use HR SelfService, providing training as required and identify and report areas for system development to central People team which will create efficiencies.
- Undertake employee relations investigation processes within the school in line with Trust policy and procedure to ensure a suitable resolution is achieved.
- As directed by your line manager collate and provide accurate staff data, using the appropriate IT systems, for statutory returns or School and Trust requirements, such as the School Workforce Census, Freedom of Information requests or for management reporting purposes.
- In liaison with SLT and Central People team ensure all written correspondence should be produced in a timely manner, with records of meetings and file notes managed in line with Trust policy and procedures, ensuring records are maintained and stored in accordance with data protection regulations and Trust procedure.
- The duties contained within this job profile should not be regarded as exclusive or exhaustive and you may undertake a range of other duties appropriate to the salary grade and in line with the context of your role. In consultation, the University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.
- Contribute to the wider life of the academy.

**Principal Attributes and Person Specification:**

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Your application form will be assessed for literacy, accuracy and attention to detail.

	Essential	Desirable	Evidence
<b>Knowledge and Qualifications</b>			
Good general education at A level or equivalent level of knowledge relevant to the duties of the role	✓		<b>Application Interview</b>
Demonstrable knowledge of a wide range of HR, Payroll and administrative practices and procedures	✓		
Good understanding of the principles of equality and diversity that support a culture that embraces diversity.	✓		
Relevant professional qualification (CIPD or similar)		✓	
Knowledge of Access People or similar HRIS		✓	
Knowledge of the workings of HR within an educational setting.		✓	
<b>Skills</b>			
Organisational, planning and time management skills that demonstrate an ability to deliver a professional, efficient and effective service in-line with the duties of the post	✓		<b>Application Interview References</b>
Excellent literacy, numeracy and IT skills, including knowledge of HR information systems	✓		
Strong customer -focused interpersonal and communication skills, with an ability to quickly build positive rapport and respond appropriately to a variety of stakeholders, empathetic, sensitive and challenging as the situation requires.	✓		
Ability to produce reports for presentation to a variety of audiences	✓		
Analytical skills, with high levels of accuracy and attention to detail.	✓		

<b>Experience</b>			
Experience of undertaking a wide variety of general HR and Payroll tasks relevant to the duties of the post	✓		<b>Application Interview</b>
Experience of administering high volume tasks with accuracy and to tight time frames	✓		<b>References</b>
Relevant experience of collaborating and building effective relationships with multiple managers with competing demands in a fast-paced environment	✓		
Experience of working within an education setting relevant to the duties of the role		✓	
<b>Personal Attributes</b>			
Strong work ethic with a high level of commitment to the whole Trust community and a flexible approach.	✓		<b>Interview References</b>
Commitment to equality that raises aspirations for all, challenges prejudice and assumptions and promotes integration, celebrating the diversity of multicultural Britain.	✓		
Realistic, honest and efficient approach.	✓		
An ability to foster an open, innovative, equitable culture, dealing with sensitive decisions or situations in a timely manner, making reasoned judgements, conveying conclusions clearly, positively and empathetically.	✓		
Positive attitude to change, with an adaptable and versatile approach, remaining calm under pressure.	✓		
A natural team player with initiative, resilience and a helpful, positive outlook, aware of the need to be confidential and sensitive to the needs of a diverse range of people.	✓		
A growth mind-set with a passion for continued learning and a commitment to the values of the Trust.	✓		

August 2023

**Inclusivity:**

The Trust believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. The Trust is committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the Trust has a number of policies that you should ensure you are familiar with and compliant to. All policies are available on the Trust's portal. Any breaches may lead to termination of employment.

**Health and Safety**

Take responsibility for ensuring that workplace responsibilities within the Trust are carried out with full regard to, and in support of, the Trust's Health and Safety policies. This will include ensuring Health and Safety priorities reflect a post-COVID-19 period. This might include acting as Health and Safety Co-ordinator, Fire Warden, Risk Assessor, First Aider or other Health and Safety Representative.

**Sustainability and Environment:**

The Trust is fully committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional and local environmental issues. The Trust will continuously seek to improve its environmental performance and will comply, as a minimum, with all relevant environmental legislation, regulations and codes of practice. All staff are required to support the aims of the Trust's Environmental & Sustainable Development Strategy.

**Data Protection:**

You will be responsible for ensuring that workplace responsibilities, within the Section, are carried out in compliance with the requirements of the Data Protection legislation and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

**Right to Work:**

The current British and European Law states that the Trust cannot employ a person who does not have permission to live and work in the UK. Immigration guidance information is available on the Trust People Website for further information.

**Safer Recruitment:**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

**Disclosure Service Certification from the Disclosure and Barring Service:**

This role does require you to hold an enhanced Disclosure Service certification from the Disclosure and Barring Service (DBS). The Trust is a registered body with the Disclosure Service, reference number 20537300005. New members of staff will be required to apply for Disclosure Service certification as part of the Trust's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs) or from the Trust's Human Resources Department.

## **Application Procedure**

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Applicants should complete an Application Form and Equality Monitoring Form which can be downloaded from the school website [www.oakmoor.hants.sch.uk](http://www.oakmoor.hants.sch.uk) or the Trust's website [www.unicat.org.uk/find-job](http://www.unicat.org.uk/find-job) and submit it, so that it is received no later than the deadline.

Oakmoor School  
Budds Lane  
Bordon  
Hampshire  
GU35 0JB

**T:** (01420) 472132  
**E:** [n.mccool@oakmoor.hants.sch.uk](mailto:n.mccool@oakmoor.hants.sch.uk)

### **Application Form Completion**

When completing the application form, please refer to the Job Profile and particularly the essential criteria within the Person Specification. Indicate, giving evidence, how you believe your knowledge and qualifications, skills, experience and personal attributes, either at work, or elsewhere, qualify you to undertake the duties and responsibilities set out in the Job Profile.

### **Selection Procedure**

The shortlist will be drawn up shortly after closing date. Further details will be sent to those candidates called for interview.

Failure to send your application form to the above address may invalidate your application.

### **Equality Monitoring**

All applicants will be required to complete an Equality Monitoring Form.

### **Receipt of Application**

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the Recruitment Team immediately on the number above.

Applications will be considered on an on-going basis between now and the closing date. Please submit your application at the earliest convenience as we reserve the right to withdraw the advertisement should a suitable candidate be successful.