

---

**Job Title: HR & Payroll Officer**

**Reports to: HR Business Partners**

**Payscale: Trust Grade 6**

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

---

**Function of the post:**

Working in conjunction with the Central HR 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 both Oakmoor and Bordon Junior Schools, 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 HR 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 HR 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 life-cycle 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 HR 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 Senior Finance Manager/ School Business 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 HR 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 HR 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 Self-Service, providing training as required and identify and report areas for system development to central HR 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 HR 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.

### **University of Chichester Academy Trust:**

The Trust's vision is "For all young people to be inspired by an excellent education that raises their aspirations and enriches their lives", and it is our mission "To create a vibrant, inclusive and aspirational family of academies, transforming life chances for pupils through excellent teaching and learning..."

With a supportive and collaborative approach, it is expected our academies are actively engaged and contribute to the work of the Trust; have a shared vision and work within the requirements of the Trust whilst retaining and developing the academy's own identity.

### **Equality and Inclusion:**

The University of Chichester Academy 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. We are 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. Any breaches may lead to termination of employment.

### **Right to Work:**

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. Please advise if you require any guidance or further information.

### **Health and Safety:**

You are responsible for ensuring that workplace responsibilities within the Section are carried out with full regard to, and in support of, the Trust's Health and Safety Policies.

### **Sustainability and Environment:**

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of regional and local environmental issues. The University of Chichester Academy Trust will support the academies in continuously seeking to find ways to improve their environmental performance and all staff are required to support these aims.

### **Data Protection:**

You will be responsible for conducting activities in compliance with the requirements of current Data Protection Legislation and the Employment Practices Data Protection Code, especially concerning confidentiality, treatment of personal information and records management.

### **Safer Recruitment:**

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

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)

## Person Specification

Essential (E) 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 (D) 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.

	Essential	Desirable	Evidence
Knowledge and Qualifications			
Good general education at A level or equivalent level of knowledge relevant to the duties of the role	✓		Application Interview
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.		✓	
Skills			
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	✓		Application Interview References
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, empathic, 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.	✓		
Experience			
Experience of undertaking a wide variety of general HR and Payroll tasks relevant to the duties of the post	✓		Application Interview

Experience of administering high volume tasks with accuracy and to tight time frames	✓		References
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		✓	
Personal Attributes			
Strong work ethic with a high level of commitment to the whole Trust community and a flexible approach.	✓		Interview  References
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.	✓		