

GENERATIONS MULTI ACADEMY TRUST

Appointment of
Payroll and HR Assistant
for immediate start



College Road
Cheshunt
Hertfordshire
EN8 9LY

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WELCOME FROM MANDY HEAL, DIRECTOR OF PEOPLE & CULTURE

Thank you for your interest in the Payroll and HR Assistant position at the Generations Multi Academy Trust (GMAT). This information pack has been created to share with you some key information about life at the Trust and the role of the HR department.

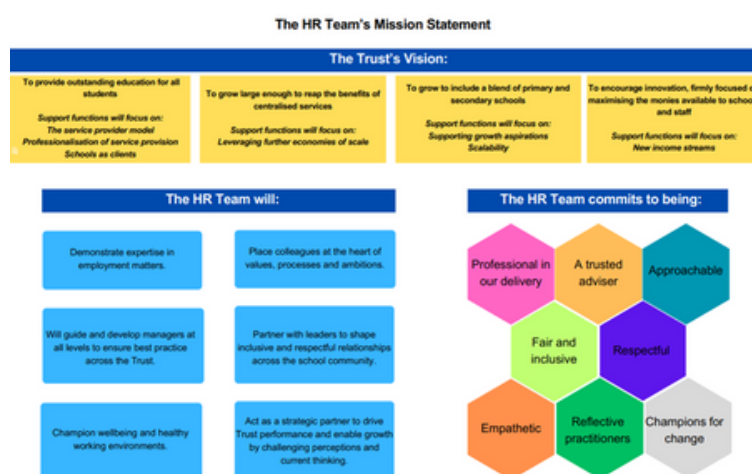
GMAT is based in Cheshunt in Hertfordshire and currently has two secondaries and two primary schools. We currently support around 2,620 students and 365 members of staff across our four schools. Partnership is at the heart of all our work, founded in a core commitment to there being no set destiny for any child, regardless of their starting point, and work across the Trust focuses directly on this as our shared aim.

Our schools are in close proximity of each other and benefit from fully centralised services encompassing Finance, Human Resources, ICT, Facilities, Data and Income Generation. We provide dedicated and professional support to each of our schools and their senior teams.

The theme of partnership is reflected in the relationships that every member of the HR team has built with the school communities; we work as trusted advisers on employment-related matters to leadership, managers, and employees. Within an education setting, safeguarding is of paramount importance with the HR Team playing a key role in the application of Safer Recruitment and Keeping Children Safe in Education principles.

Our ideal candidate will have experience of completing payroll administration and will be able to apply a strong eye for detail to all their tasks. As we are a close team, you will also be involved with supporting our colleagues in end-to-end HR service, including recruitment, screening, performance management, development, and wellbeing.

Below you can see the key areas of the HR Team's focus alongside our core values, neatly encapsulated under the HR Team's Mission Statement.



Prospective candidates are welcome to meet with me, either in person or on the telephone for an informal discussion. To do so, please email me directly at ahe@generationsmat.com to arrange a suitable time.

Thank you again for your interest.

Mandy Heal
Director of People and Culture



ADVERT & HOW TO APPLY

PAYROLL AND HR ASSISTANT

Salary: H6-H7 £29,637 - £32,080 + Fringe
37 hours per week, all-year
25 days annual leave, + bank holidays

Required ASAP

Generations MAT is a thriving group of 4 schools based in Cheshunt in Hertfordshire. We have 2 secondary schools and 2 primary schools. We are now looking for a Payroll & HR Assistant who will be responsible for processing our monthly payroll for approximately 400 staff.

You will be part of our small, friendly and supportive HR team and will have significant previous experience within a similar role. Working in a school environment, where you've had experience of working with Teacher's Pensions would be advantageous, but not essential. You will be organised and methodical with a high level of attention to detail and strong numeracy skills. You will work to tight deadlines in a confidential environment and will have the autonomy to make the payroll process your own. You must have a good standard of education (including English and Maths), along with strong IT skills, particularly in excel and the use of payroll software packages.

Working hours will be 37 hours per week between 8am and 4pm Monday to Friday and you are required to work all year round.

If you are interested in this exciting role, please contact the HR Team at recruitment@generationsmat.herts.sch.uk for the application form .

Closing date for applications: **Midnight, Sunday 18th May 2025**

Interviews: **w/c 19th May 2025**

The Trust is committed to safeguarding children and young people. All post-holders are subject to a satisfactory enhanced DBS check.

The Trust reserves the right to process applications as they are received, and early applications are encouraged. Previous applicants need not apply.

Generations Multi Academy Trust is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Please note that this role is 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Further information is available on the school's website.

JOB DESCRIPTION

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PAYROLL AND HR ASSISTANT

The Payroll and HR Assistant plays a key role in the smooth running of the Trust's payroll and HR operations. You will be responsible for managing the end-to-end payroll process for all staff, ensuring accuracy, timeliness, and compliance. In addition, you will support the HR Manager with a range of administrative tasks across the employee lifecycle, from recruitment and onboarding through to leavers' processes.

Reporting to the HR Manager. Liaising with all staff including leadership, LAB and Trustees within the Trust and, outside the Trust, professional service providers such as Access People and HfL, job applicants, recruitment agencies, contractors and visitors, TPS, LGPS.

GRADE

Salary: H6-H7 £29,637 - £32,080 + Fringe
37 hours per week, all-year
25 days annual leave, + bank holidays

MAIN TASKS AND RESPONSIBILITIES

Payroll:

- Manage and process the monthly payroll for approximately 400 staff across four schools.
- Ensure accurate recording of contractual changes, new starters, leavers, absences, and statutory payments (e.g., SSP, SMP, SPP).
- Administer pension contributions and liaise with Teachers' Pensions and Local Government Pension Scheme (LGPS).
- Submit RTI reports to HMRC and ensure compliance with all statutory reporting requirements.
- Prepare payroll reports and data summaries for internal use and audits.
- Ensure payroll deadlines are met, and staff are paid accurately and on time.
- Maintain up-to-date payroll records and ensure confidentiality and data integrity.
- Deal with all payroll and pension related queries.

HR Administration

- Support with recruitment administration including drafting job adverts, coordinating interviews, and processing pre-employment checks.
- Prepare offer letters and contracts for new staff.
- Support the onboarding and induction process for new employees.
- Maintain accurate and up-to-date HR records, personnel files, and HRIS data.
- Process leaver documentation and exit procedures.
- Assist with the coordination of training and development activities.
- Respond to general HR enquiries and provide first-line support to staff.
- Accurately draft employment documents, such as pay award or change of terms letters, and action the resulting changes to terms and conditions or pay on the Trust's HR system.
- Overseeing the HR email inbox, responding to queries in a professional and approachable manner.
- Monitor attendance levels, ensuring forms are submitted in a timely manner, identify when triggers have been met and supporting managers with suitable interventions. Escalating as appropriate.
- Supporting actions relating to training and CPD, including the annual safeguarding declarations

General:

- To respond to day-to-day queries for employees relating to their employment.
- Support the preparation of routine metrics and the annual staff workforce CENSUS.

While every effort has been made to explain the post's main duties and responsibilities, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, it may be changed by Trustees to reflect or anticipate changes in the job which are commensurate with the salary and job title.

PERSON SPECIFICATION

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PAYROLL AND HR ASSISTANT

Essential:	Desirable:
QUALIFICATIONS • Educated to a good standard • CiPD Level 3, or payroll qualification (e.g. CiPP) or willing to work towards	
EXPERIENCE • Experience in processing end-to-end payroll, preferably within education or the public sector	• Experience working in a school, Multi-Academy Trust, or public sector HR environment • Knowledge of Teachers' Pensions and LGPS processes
ABILITIES, SKILLS & KNOWLEDGE • Strong knowledge of payroll legislation, pension administration, and statutory payments • Excellent administrative and organisational skills with the ability to prioritise workloads • High level of accuracy and attention to detail • Ability to show empathy alongside rigour in dealings with stakeholders • Strong IT skills, including Microsoft Excel and HR/payroll systems • Discreet and professional approach to handling confidential information	• Ability to work effectively both independently and as part of a team (D) • Knowledge of child protection procedures or the ability to learn (D) • Commitment to support the Trust's agenda for safeguarding and equality and diversity • Flexible, able and willing to work extra hours to meet business needs (D)

INFORMATION ABOUT THE GENERATIONS MULTI ACADEMY TRUST

INFORMATION ABOUT THE GENERATIONS MULTI ACADEMY TRUST

GMAT is a cross-phase Multi Academy Trust based in Cheshunt, currently comprising two secondaries and two primaries - Goffs Academy, Goffs-Churchgate Academy, Flamstead End School and Andrews Lane School. Across the piece, GMAT currently has just under 3,000 students in its care and employs just under 400 staff. The MAT also has nursery provision on the Goffs-Churchgate site, with subsidised and term-time only places for staff. The nursery is run by Ashbourne Nurseries - <https://ashbournedaynurseries.com/>.

All of the schools are within close proximity of each other and share many activities, including CPD for staff. One of the Trust's fundamental principles is that no one school is in any way more important or successful than the other. As such, CPD and other events are rotated through all schools in the Trust, with everyone learning from and sharing with each other. This collegiate and collaborative approach permeates our Trust.

The MAT is extremely clear about its daily purpose, reflected in its motto of "No Set Destiny for Any Child." All of our schools, leaders and staff believe fiercely in the life-changing nature of education and work tirelessly to that end, day in and day out. There is no set destiny for any of the children in our care; rather, our daily work across the piece allows children to forge new futures and destinies.



Andrews Lane School joined GMAT from 1st January 2025. It is a warm and welcoming primary school in Cheshunt with approximately 170 children on roll. It has lots of space, including a field and a forest. It is a one-form entry school. In EYFS, 30 hours provision is available. As a 'Herts Therapeutic Thinking' school, the school is committed to understanding and supporting children with their learning and achievement, within a context of deep-rooted mutual respect. The school is committed to supporting its children and their families, and as such provides adult learning classes throughout the year. Staff are committed, dedicated professionals who want to do their very best for every pupil.



Flamstead End School is a thriving primary school in Cheshunt with approximately 485 children on roll. It has a preschool, a 60-place nursery offering 30 hours provision, and two classes per year group from Reception to Year 6. Flamstead end is also a 'Herts Therapeutic Thinking' school, and seeks to understand and support children's behaviour so that they are able to learn and achieve to the best of their ability. The school is a tight knit community, with a well-established staff who care for one another and the children in their charge.



Goffs is a mixed 11-18 comprehensive academy with approximately 1,600 students on roll, including a thriving and successful sixth form. The school is also extremely popular in the local area, with an average of over 800 applications annually for the 240 places available, and significant waiting lists for places across the year groups.



Goffs-Churchgate is a fully mixed comprehensive school for 11-16 year olds, with just over 600 students on roll. The school has rightly established a very strong reputation for both its academic outcomes and its close-knit, nurturing community, receiving over 600 applications for just 120 places for 2024 admission. The decision to cap student numbers at 600 is entirely deliberate, enabling us to maintain a strong sense of community where everybody knows everybody else.

The MAT is financially secure. Finances are overseen by a Chief Finance Officer with considerable financial expertise in the private sector, plus a highly experienced Finance Manager. The Trust deliberately created an Income Generation function, and extensive lettings and business development work now takes place across all sites in the MAT. This additional income – now yielding around £600k per annum – underpins generous levels of staffing at both schools, plus many “extras” that would otherwise be unaffordable in the current funding climate.

Our schools pride themselves on their sense of community – both within the school itself, and in the wider locality. Visitors to our schools unfailingly comment on a very real sense of community, coupled with warmth and pride. Three of our schools are members of Cheshunt extended services (CHEXS), offering a variety of extended school and community-based activities for both students and parents. Our students actively support local charity work such as the Isabel Hospice and maintain strong links with our local primary schools.

Our schools are proud to be truly community-based schools, with students and staff from different religions and a number of languages spoken in each school. As a Trust we recognise and celebrate what makes us unique and different and acknowledge that we are also part of one community. Our aim is for everybody to feel valued and respected, and we strive hard to ensure we create a positive culture within the schools to enable this to happen.

Further information about GMAT can be found here: <https://generationsmat.com>

Staff Development

The Trust has an extremely strong reputation for staff development, for both teaching and support staff. Developing the next generation of school leaders, both middle and senior, plus future headteachers for those who wish to pursue this, is also a responsibility that we take very seriously. We have a full suite of staff leadership development which staff can join, be they an ECT or highly experienced colleague.

In addition to whole staff training days, we disaggregate a number of hours for training every year. This allows staff development to be highly personalised as staff can opt for the training which best meets their needs, including the opportunity to do a research project in partnership with Cambridge University. Many use their disaggregated time to coach others or to receive coaching. Moreover, there are specific training sessions for ECTs and other interested staff which run each week after school.

We also place a lot of emphasis on 'on the job' training and support. A thorough induction scheme is available to all new staff, and mentors/buddies are assigned to guide you through those new routines. Finally, external courses can of course be booked if, on very rare occasions, we cannot cater for a particular training need in house.

Leadership Development

The Trust's leadership academy encompasses both staff and student leadership development through a series of student led groups and staff leadership pathways. The staff programme specifically provides opportunities for:

- Aspiring middle leaders
- Aspiring senior leaders

All pathways are personalised for the individual and staff receive one to one support from a mentor alongside working on a whole school project. both support staff and teaching staff are welcome to join the leadership academy at any point in their career.

A full suite of leadership training is offered with a range of sessions including:

- Communicating vision and values
- Developing your leadership approach
- Building a high performing team
- Supporting your team
- Leading your team day to day
- Quality assuring effective teaching
- Observation for improvement
- Using data for impact
- Fostering positive behaviour for learning
- Leading and managing innovation and change

Attendance to all training sessions leads to certification by the SSAT. In addition, we encourage aspirant senior leaders to take part in the SSAT 'stepping up to senior leadership' training programme, which includes four external sessions throughout the year. As part of the Trust's commitment to developing future leaders, a number of the existing senior leadership team across both secondary schools gained experience through an 'associate' SLT position before gaining substantive leadership posts.

Staff Benefits

Alongside our very strong focus on outstanding professional development and promotion opportunities, we also offer a range of benefits including:

Competitive base salary with a tailor made development plan aimed at enhancing your future [earnings] potential through:

- High quality, personalised CPD
- Bespoke leadership development programmes
- Subsidies for masters and degree courses
- Secondment and shadowing opportunities
- As part of our multi academy Trust, potential to work across more than one school to develop career enhancing skills and knowledge
- Supported nursery provision with Ashbourne at any of their nurseries in the
- **Buckinghamshire, Essex, Hertfordshire, Northamptonshire, and Bedfordshire**
- **area:**
 - ~ 15% discount for all Trust staff
 - ~ Term time only places are available
 - ~ A school day would be 9.00am – 3.00pm
 - ~ “sundries” would be applied to a child taking up a funded only space (e.g. 30 hours funding only). This covers the cost of: meals, snacks, nursery resources
- All staff have access to a wide range of health and wellbeing resources which includes an **Employee Assistance Programme via Spectrum.Life** who offer a wide range of health and wellbeing resources, plus access to counselling for staff and their immediate family. **The EAP service is accessible 24/7, 365 days a year and is a completely free and confidential service**
- The MAT adheres to the STPCD for its teaching staff
- Cycle to work scheme
- Onsite car valeting at a reduced price for Trust staff
- Substantially discounted membership to Lifestyle Fitness's state-of-the-art purpose-built gym at Goffs academy

Additional financial incentives and tax efficient benefits, including:

- TPS and LGPS pensions available to eligible staff
- Exam marker payment of £400 plus 2 days' paid leave to do the marking (1st year)

- Payments for staff taking weekend sporting fixtures: staff paid £200 for leading a minimum of six Saturday fixtures plus 6 weekly training sessions
- A daily allowance of £50 for school trips taken over a weekend or any school holiday
- A £1,000 employee referral scheme (i.e. Finder's fee) for any qualifying positions that staff refer the successful candidate for: £500 on the person starting, and £500 if the person is still in employment in the Trust 12 months later

Access to a wide range of health and well-being resources including:

- Professional, and fit for purpose working environments
- Free use of a range of sports and leisure facilities including a fully equipped gym
- Occupational health & counselling support
- Free flu jabs
- Subsidised social events



OUR LOCAL AREA

The Trust is located in Cheshunt, Hertfordshire, and is uniquely situated to benefit from the many green spaces in the surrounding area, whilst also enjoying transport links to central London and other large urban areas. The Lee Valley Park, including the White Water Centre built for the London 2012 Olympics, is located on our doorstep.

The journey to central London takes approximately 30 minutes by train. Close links to the A10 and M25 mean that the school is easily accessible from across Hertfordshire, as well as from north London and parts of Essex.

