

Tandridge Learning Trust

HR Administrator

20 hours per week
Term time + three weeks

From FTE £22,475 (£12,196pr)



Excellent Teaching
Inspiring Leadership
Innovative Training

CONTENTS

CONTENTS

WELCOME	3
JOB ADVERTISEMENT	4
JOB DESCRIPTION	5-6
PERSON SPECIFICATION	7
CONTACT DETAILS & HOW TO APPLY	8-9

Tandridge Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to safer recruitment checks, including an enhanced DBS check.

As an equal opportunities' employer, Tandridge Learning Trust is also committed to achieving a diverse and inclusive workplace and strongly encourages suitably qualified applicants from a wide range of backgrounds irrespective of personal characteristics.



WELCOME



Dear Candidate

Thank you for enquiring about this post.

This candidate pack has been designed to give you essential information about our vacancy and the specifics of the role so you can decide if this should be the next step in your career. It should be read in conjunction with our booklet called, "Joining Our Team" which explains the benefits of working for Tandridge Learning Trust.

It is important to us that colleagues at every level feel valued and supported. We want you to enjoy working for our Trust and embrace being part of our dedicated teams, improving the lives and outcomes for our students. To this effect, we will ensure that development is a high priority and our commitment to you will begin immediately with a good on-boarding process, ensuring those first few weeks and months are an exciting, informative and rewarding experience.

I can guarantee that you will find our staff friendly, inclusive and welcoming, irrespective of which team you are joining. I hope that these factors, together with our excellent benefits will encourage you to apply for this vacancy.

We hope that this pack provides sufficient information to encourage you to take your application to the next stage. Do telephone or email, if you wish to discuss any aspect of the post - contact details can be found on page 10.

We look forward to receiving your application.

Kind regards,

Rebecca Plaskitt
Chief Executive



JOB ADVERTISEMENT

Are you looking for a rewarding new challenge in a supportive and dynamic environment?

This is a great opportunity for you to join a friendly, forward thinking HR team within a Multi Academy Trust at an exciting time in its journey. With ambition to grow and a strong commitment to support all of our people, you will play a key role in providing our professional shared service to schools.

Our many employee benefits for you to enjoy include: -

- Well established and supportive training and development opportunities
- Family friendly policies, including a discounted nursery provision on-site
- Employee assistance programme & wellbeing support
- Lifestyle and retail discounts
- Staff sports and social events

The role is busy and varied - no two days are the same, so you must be enthusiastic and organised. With a positive 'can-do' attitude and good administration skills, you will be required to support our centralised HR team by organising and maintaining our administrative systems and procedures, including the provision of an effective payroll/data input service, and resolution of payroll queries. We are looking for someone with flexibility, enthusiasm, excellent attention to detail and problem solving skills, to support the delivery of an efficient and professional service.

If you have the skills, experience and enthusiasm we are looking for, we look forward to hearing from you. Please call for an informal chat or to arrange a visit.

Please note that applications will be considered upon receipt. Early applications are encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed. Visits welcome.

This post is exempt from the Rehabilitation of Offenders Act 1974, subject to the filtering rules which 'protect' certain spent convictions and cautions from disclosure



JOB DESCRIPTION

Payroll & HR Administrator

- Ensuring adherence to all relevant statutory requirements, including all HMRC and pension scheme requirements to include processing of opt out forms for LGPS
- Accurately providing an effective payroll/data input service with a good eye for detail. Ensuring that all payroll deadlines are adhered to.
- Meeting the needs of payroll service users by maintaining high levels of customer satisfaction.
- Fostering and maintaining effective relationships with all stakeholders
- Creating and maintaining employees' payroll records. Including timely paper filing processes and sign offs; Liaising with all stakeholders to process payrolls throughout the month.
- Investigating all employee and HMRC payroll related queries and assisting with pension related queries.
- Maintain payroll processing system and records by gathering, calculating, and inputting data in itrent payroll software.
- Calculating SSP, SMP, SPP and other payments and deductions as required (e.g. student loans, travel loans, expense payments, salary sacrifices).
- Processing employee changes in accordance with various national and local terms of conditions of employment.
- Taking responsibility for monitoring cut-off dates and ensuring all information is received and inputted in advance of the prescribed deadlines.
- Meeting statutory and organisational requirements relating to confidentiality and data protection
- Writing letters of appointment and to providing any associated documentation during the employment life cycle of the member of staff.
- Working with the HR Recruitment Advisor and schools to co-ordinate the induction process for all new staff at all levels to ensure all regulations are met.
- Absence reporting and liaising with Senior Leadership Teams and line managers about trigger breaches.
- Administration of the Trust's staff benefits portal.
- Reconciliation of annual updates including safeguarding declarations, GDPR and whistleblowing.
- Training administration/bookings and the registration of all new starters on the National College platform.
- Maintain manual filing systems.
- Providing comprehensive administrative support to the HR Central Team with all aspects of the employee lifecycle. This includes supporting the HR and Recruitment Officer with recruitment administration, drafting contracts and preparing variation letters, registering new apprentices on the DFE Apprenticeship portal and the registration/completion of new starter checks for ECT/PGCE/School Direct Admin trainee teachers,.



JOB DESCRIPTION

- Monitoring the HR email inbox and advising staff, line managers and Senior Leadership Teams on routine personnel matters, liaising with the Senior HR Advisor as appropriate for further support if required.
- Provide support with data collection for statutory reporting, including Facilities Time, Public Equalities and Gender Pay.
- Provision and analysis of appropriate workforce information reports, KPIs and benchmarking data, and recommendations for actions.
- To champion and promote employee communication, engagement, development and wellbeing by helping staff across the Trust who have queries, concerns or require support.
- Any other duties of an appropriate level and nature, as directed by the Senior HR Advisor and wider Executive Leadership Team.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> • Minimum 5 GCSEs at Grade C or above, or equivalent, or able to evidence ability at an equivalent level. • Previous relevant work experience. 	<ul style="list-style-type: none"> • CIPD Level 3 (or above) qualification. • At least 1 years' experience of working in an administrative role, preferably in HR • Evidence of commitment to further professional development.
KNOWLEDGE & UNDERSTANDING	<ul style="list-style-type: none"> • Ability to apply relevant health and safety, equality and diversity, and other policies and procedures. • Experience of maintaining business processes and systems. 	<ul style="list-style-type: none"> • General HR knowledge—practices and procedures
SKILLS & APTITUDES	<ul style="list-style-type: none"> • Competent in a range of IT tools. • Ability to work with others to achieve objectives and improve customer service. Team player • Good written and oral communication skills with the ability to build sound relationships. • Good administrative and organisational skills with accuracy and attention to detail • Ability to prioritise and plan own workload in the context of conflicting priorities and work on own initiative. • A methodical approach to information gathering, recording and reporting. • Integrity 	
SAFEGUARDING	<ul style="list-style-type: none"> • Ability to apply safeguarding and child protection policies and procedures 	

CONTACT DETAILS & HOW TO APPLY

Please complete the Trust's application form and return it electronically together with any supporting documentation requested to HR@TandridgeLearningTrust.co.uk.

Designated Contact for this Vacancy

Name:	Sherralyn Squires
Phone Number:	01883 776677 x 2014
Email Address:	S.squires@TandridgeLeaarningTrust.co.uk

Please note that in accordance with our Safer Recruitment practices, CV's will not be accepted.

References will be sought for shortlisted candidates prior to interview, unless a specific request is made to the contrary.



Tandridge Learning Trust



Tithepit Shaw Lane, Warlingham, CR6 9YB



01883 776677



Info@TandridgeLearningTrust.co.uk



www.TandridgeLearningTrust.co.uk



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Tandridge Learning Trust is an exempt charity and a company limited by guarantee, registered in England with Company Number 8248059 and has a registered office at Tithepit Shaw Lane, Warlingham, Surrey, CR6 9YB

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