



Payroll & Pensions Officer

Candidate Pack



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Welcome from our Chief Executive Officer

Welcome to Beyond Schools Trust

We are an ambitious organisation of 5 schools, serving the educational needs of nearly 4,000 children and young people aged 3 to 19.

Our academies are based in a tight geographical area drawing students and employees from Kent and Medway in the Southeast of England.

We employ around 600 people in a range of roles designed to support children to be successful when they leave the Trust. We also rely on the time and commitment of over 70 volunteer Trustees and Governors, who share our ambitions for our schools and our students. These are expressed in our vision, our mission, and our values.

We have a strong belief in the value of lifelong learning and in this plan, we set out to develop a Trust that fully prepares children, so they have the skills, knowledge, values, and character to be successful in the world beyond our doors. We also believe that our greatest asset as an organization, is our people, and we are privileged to be involved with such courageous, committed and child-centred employees. Everything we do is aimed at providing our staff with the resources and leadership to achieve their best. We believe that a supported and motivated staff create the best environment and opportunities for students to achieve their full potential.

Andrew Minchin - CEO



About the Beyond Schools Trust

Our vision is simple:

To be the most respected family of schools - trusted to provide the highest quality of educational experiences in our communities.

We believe that by working together, rather than in isolation, we can accelerate school improvement and embed our vision in our academies. In working and collaborating towards our common strategic objectives, we can create more opportunities for lifelong success for our students.

The fundamental philosophy behind the Beyond Schools Trust's vision and strategic plan is all about thinking beyond the present day; looking at what is right for our students and staff both now and in the longer term.

Put simply we strive to:

- Develop and retain the best employees that know how to provide the best educational experience
- Support, motivate and reward our employees to go above and beyond for our students
- Be responsive to our students' and employees' needs so they are prepared for a rapidly changing world.

Our Values

Everyone in our Trust has a part to play in bringing the ethos and culture of our values alive. We are committed to ensuring everyone knows why we should value each other and how we should value each other, so we can create a community where we all aspire to succeed. Our values are not the static states of play but things we are always striving to develop and uphold as part of our culture.



Our Mission

To provide opportunities for everybody to be the best they can be.

We want every one of our students, teachers, or Governors to be the best that can be. We will work tirelessly to support them to reach their potential.



Beyond Schools Trust, Fort Pitt Grammar School, Fort Pitt Hill, Chatham, Kent ME4 6TJ



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Our Schools

Fort Pitt Grammar School



Fort Pitt is full of history. The school- site, looks down over the surrounding area over the River Medway. The original building on the site was completed in 1815 when it housed a fort then converting to a military hospital. There is still evidence of this period in the school, which is called the Crimea wing, and in 1860 Florence Nightingale chose the site to house a temporary new

medical school. Building work was required in 1973 due to a school fire that destroyed the hall, dining room, classrooms, staff room and head teacher's office. The school has continued to expand and in 2018 completed construction of a new dedicated two- story science building with 9 dedicated classrooms having state-of-the-art equipment and resources. Fort Pitt site is presently undergoing significant capital investment and is in process of changes to a co-educational facility.

Balfour Junior School

The school is a community Junior co-educational school catering for 480 pupils of 7-11 years of age. It is housed in a one-storey building, close to the town centre. It has 17 fully equipped teaching classrooms with attached activity areas, an ICT suite and library. The site also has the benefit of extensive grounds.



Phoenix Primary School



The school has 14 enlarged self-contained classrooms – each with up-to-date technology including: touch screen whiteboard. There is an Art and Design Technology room, ICT Suite, 3 dedicated library areas. The main hall is used for Assemblies and PE.

In the playground a quiet area has been prepared with artificial grass and picnic tables. There is a fenced in area with play equipment. Separate EYFS play area and KS1 play area. An off-site field and an all-weather sports pitch on site. There is also a garden, where the pupil's plants and grow their own produce.

The Thomas Aveling School

The Thomas Aveling School is one of seven secondary-modern schools in the Medway area. The school merged with another local Academy Trust and are now one of 5 schools in the Beyond Schools Trust.

This provides all staff with additional opportunities to mix with colleagues from other schools and take part in cross-Trust initiatives – providing an extra dimension to development.

Facilities on site are also open for community use and include Sports Hall, Gym, All-Weather Astro Pitch (International Hockey standard), Multi-Play (Floodlit) Football Pitches, Performing Arts Centre



incorporating Drama and Dance Facilities, Recording Studio, Conference room, The School Hall (with stage and lighting) Teaching rooms, 6th Form and Diploma Centre.

The site has recently benefitted from the development of a new teaching block enhancement to the sports hall and an extensive MUGA over its tennis and five a side facility.

The Robert Napier School

Based in the heart of the Medway Towns, The Robert Napier School is a non-selective, mixed secondary school of 1100 students, including 130 in the Sixth Form. The school is an eclectic mix of the old and the new, with the original buildings constructed in the 1850s when the school was the original 'Gillingham Grammar School'. Since then, the school has grown to include a range of buildings, the most recent being the 'Caxton' block, formally opened in 2011.



The school has excellent facilities including state of the art ICT provision, a purpose-built lecture theatre, retractable bleacher seating in the hall to accommodate up to 380 people, a permanent stage with full lighting and sound rig, a multi-use games area, large playing fields and excellent sports facilities. The school also provides specialist Access to Mainstream Provision for vulnerable students, as well as a dedicated Visually Impaired unit. Robert Napier is presently under review for major capital works to improve and enhance site facilities.

Job Description – Payroll & Pensions Officer

REPORTS TO: Deputy Finance Director

SUPERVISES: Potential to line manage the Payroll & Admin Assistant

JOB PURPOSE:

The post holder will be responsible for providing an efficient and effective payroll and pensions service across all schools within the Trust to ensure that the Trusts payroll and pensions statutory and legal responsibilities are administered in an accurate and timely manner.

PRINCIPAL RESPONSIBILITIES/DUTIES

Payroll Processing

- Ensure employee records are kept up to date in the payroll system and ensure any changes are implemented quickly and accurately
- Ensure the payroll is processed in accordance with the Trusts procedures and controls including preparation of the monthly payroll data for submission to our external payroll provider in accordance with the Trusts procedures and statutory requirements. To include but not limited to starters, leavers, parental leave, contractual changes, sickness, overtime, changes to personal/banking information, AEO's etc.
- Ensure monthly updates to the staff establishment lists are completed as required to reflect the correct payroll/pensions information is available to be viewed
- Implement and administer all relevant Trust HR & Pay related policies, standards & procedures and keep up to date with all ongoing updates and changes
- Liaise with all Trust staff as required and provide guidance with regards to the payroll elements relating to sickness, maternity, adoption, shared parental leave etc.
- Liaise with all Trust staff and our external payroll provider in relation to the production & management of online payslips, P45's, P11d's, P60's etc.
- Produce, monitor and file accurate and timely statutory reports on a monthly/annual basis to external/internal parties as required.
- Provide data and support throughout the year for Audit inspections of the payroll & pension processes and especially during the Year end period in the Autumn.
- Ensure the leaver process is managed effectively and calculations are accurate including any holiday payments, deductions etc. and that all relevant parties are informed, and lists updated as required.
- Support with any redundancy processing and pay calculations as may be required

- Provide administrative support to the schools for the annual pay reviews & ensure the timely production of salary information letters following any pay awards implemented.
- Contribute to any Payroll/HR improvement activities, specifically relating to records & data management, procedures and other forms of administration
- Oversee and complete the production of the monthly payroll journals for submission to the Finance team including notes updates to the supporting payroll reports each month.
- Ensure all monthly payroll pre reports are checked for accuracy and then passed to the Executive Business Managers for their review and authorisation.
- Undertake the production of the Gender Pay Gap Analysis report on an annual basis
- Maintain, update and administer records for the Benenden Healthcare Scheme and update the spreadsheet records monthly for the year end P11d processing & submissions to HMRC
- Maintain records and administer the Childcare Voucher scheme
- Provide statutory returns to the ONS where required
- Reconcile the HMRC payments each month and ensure there are no balances outstanding (due or owed) and deal with any discrepancies to resolve balances.
- Ensure that all queries in relation to payroll/pensions from Trust/School staff or other third parties are dealt with in an efficiently and timely manner (whilst being mindful of GDPR protocols).
- Produce reports and data analysis as required by your line manager to a high standard of accuracy and presentation

Pensions Administration

- Ensure employee records are kept up to date in both the Teacher Pension Scheme (TPS) & Local Government Pension Scheme (LGPS)
- Produce & issue all letters to staff in relation to the LGPS pension scheme including but not limited to starters, leavers, retirement, unpaid leave etc.
- Undertake checking and reconciliation of the monthly pension reports for both the Local Government Pension Scheme (LGPS) – EMR's and the Teachers Pension Scheme (TPS) – MDC's
- Produce the Year End LGPS return for submission to KCC by the required deadline date and deal with any associated queries arising from this.
- Ensure that the monthly Teacher Pension reports are checked for accuracy, %'s are correctly applied and the relevant information is uploaded to the TPS portal by the required deadlines.
- Maintain the pensions monthly monitoring spreadsheets and address/resolve any discrepancies from the pension reports in a timely manner

- Produce and reconcile the Year End TPS End Of Year Certificates (EOYC) for submission via the TPS portal by the deadline date, and assist / support with the annual external audit of the EOYC's liaising directly with the auditors.
- Ensure that all auto enrolment processes are undertaken as required including production of the letters to staff, submissions to the Pensions regulator and updates to the payroll system and relevant pension schemes.
- Deal with any queries from staff or pension scheme administrators including but not limited to service terms and contribution rates and amend records accordingly in a timely manner.
- Ensure that all LGPS pensions submissions for leavers, retirements etc. to the KCC are completed accurately and submitted in accordance with the required deadlines

Line Management (if applicable)

- Supervise and support the Payroll & Admin Assistant in undertaking her duties
- Identify any developmental needs and put forward proposals for action
- Undertake the annual performance management review including target setting and undertake ongoing review throughout the year as required

General

- Maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Undertake any training as required to perform your role to the best of your ability and to ensure compliance with H&S and security procedures within the Trust
- Keep abreast of all new payroll legislation and compliance and ensure any changes are communicated to your line manager/Business Managers and applied to the systems where appropriate.
- Identify areas where improvements could be made and put forward suitable recommendations towards changing existing processes
- Any other payroll / pensions duties as may be required by the business

Other Duties

- Contribute to the Trust's culture and development by:
 - Ensuring that you fulfil your professional responsibilities in relation to Payroll & Pensions matters and that you are carrying out duties effectively.
 - Attend any meetings when requested.
- Share good financial practice across the Trust and within the Schools
- Take responsibility for your own well-being.
- Participate in appropriate induction programmes to support new staff into the Payroll & Finance teams and provide support for those members of staff who are new to a Trust environment.
- Take responsibility for your own career choices and actively seek CPD opportunities.
- Participate in the appraisal process and the achievement of targets set which will be robust and measurable and request adequate support to achieve these targets if this is appropriate.
- Assist all members of the Finance/HR and Payroll teams with any additional administrative tasks as may be required

Generic duties relevant to all members of staff

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources, and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

As a member of the Trust, your role will be based at the Trust Head Office. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Equality and Inclusion

The Trust is dedicated to creating an environment free of bullying, harassment, victimization, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of ALL staff are recognised and valued. It is therefore the responsibility of staff to conduct themselves to help the Trust provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination. All staff, as well as the Trust, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against colleagues/staff, pupils, contractors, stakeholders and members of the public.

Safeguarding

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations put in place. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures as set out by Beyond Schools Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead at the site where you are located.

All staff will be expected to utilise ICT and to improve communication and reduce paper use where possible. Security procedures must be followed when using ICT systems and particular care and attention should be taken with any communications that may result in a breach of GDPR.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training, and supervision necessary to accomplish those goals.

Teaching and Learning

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role, you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust, CEO or Director of Finance. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

Person Specification – Payroll & Pensions Officer

Requirement	Essential or Desirable?
General Requirements	
Good general education (Minimum of GCSE grade 4/C or above including Maths & English)	Essential
Excellent ICT skills with a good understanding using/creating excel spreadsheets	Essential
Able to work well within a team	Essential
Able to work under pressure	Essential
Excellent organisational & administrative skills	Essential
Able to work accurately and with attention to detail	Essential
Self motivated, enthusiastic and with the ability to work on own initiative	Essential
Professional and Approachable with good communication skills, both written and oral	Essential
Willingness to develop personal skills through training	Essential
Flexible and adaptable	Essential
Able to prioritise & meet tight deadlines	Essential
Understanding the importance of discretion and confidentiality	Essential
Committed to the safeguarding of children and young people	Essential
Committed to equality & inclusivity	Essential
Post Specific Requirements	
Good understanding/confident in the use of MS Excel / Word and Outlook	Essential
Knowledge/experience of payroll & Pensions administration within an Educational environment	Essential
Payroll / Pensions qualification	Desirable
Previous experience of payroll/pensions administration	Essential
Supervisory experience	Desirable
General understanding of PAYE / NIC and other HMRC statutory payments	Essential
Understanding of Local Government and Teachers Pension Schemes	Essential

Summary of Terms & Conditions – Payroll & Pensions Officer

Start date:	January 2023 (or earlier if available)
Contract Type:	Full time Permanent
Place of Work:	Beyond Schools Trust Fort Pitt Hill, Chatham, Kent ME4 6TJ
Hours & days of work:	37 hours per week, Mon-Friday, all year round. Monday-Thursday 08:00-16:00 Friday 08:00-15:30 - includes a 30-minute unpaid lunch break (start/finish times may be flexible).
Home working:	This may be available occasionally in accordance with the needs of the role and by prior agreement with your line manager.
Salary:	Trust salary scale, point 20-30 - Full time annual salary £28,371 - £36,298 according to experience & qualifications
Holiday:	26 days rising to 30 after 5 years' service + bank holidays (includes one ex-gratia day)
Induction Period:	This post has a 6-month induction period.
Pension:	Membership of the Local Government Pension for support staff
Notice period:	Two months
Car insurance:	Trust employees who use their private vehicles in the course of their duties must be covered with their insurers to cover business liability

Benefits

Benenden Healthcare:	Non-contributory membership of Benenden Healthcare Scheme.																				
Continuing Professional Development	A comprehensive induction programme for all staff with a commitment to continuing professional opportunities across the Trust.																				
Staff Wellbeing:	Whole Trust approach to well-being.																				
Pension Scheme:	<p>Support staff with a contract of more than 3 months will be automatically enrolled in the Local Government Pension. Contribution bandings are based on actual salary. The Trust contribution is currently 22.5%, employee contribution rates from 1st April 2022 are as follows:</p> <table><tr><th>(Actual) Annual Salary Rate</th><th>Member contribution Rate</th></tr><tr><td>Up to £14,400</td><td>5.5%</td></tr><tr><td>£14,401 to £22,500</td><td>5.8%</td></tr><tr><td>£22,501 to £36,500</td><td>6.5%</td></tr><tr><td>£36,501 to £46,200</td><td>6.8%</td></tr><tr><td>£46,201 to £64,600</td><td>8.5%</td></tr><tr><td>£64,601 to £91,500</td><td>9.9%</td></tr><tr><td>£91,501 to £107,700</td><td>10.5%</td></tr><tr><td>£107,701 to £161,500</td><td>11.4%</td></tr><tr><td>£161,501 and above</td><td>12.5%</td></tr></table>	(Actual) Annual Salary Rate	Member contribution Rate	Up to £14,400	5.5%	£14,401 to £22,500	5.8%	£22,501 to £36,500	6.5%	£36,501 to £46,200	6.8%	£46,201 to £64,600	8.5%	£64,601 to £91,500	9.9%	£91,501 to £107,700	10.5%	£107,701 to £161,500	11.4%	£161,501 and above	12.5%
(Actual) Annual Salary Rate	Member contribution Rate																				
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£161,501 and above	12.5%																				
Holiday:	26 days rising to 30 after 5 years service + bank holidays (includes 1 day ex-gratia)																				
Family Friendly Policies	The Trust offers generous family friendly policies including maternity, paternity, shared parental leave and adoption.																				
Cycle Scheme:	The Trust is a member of the Cycle to Work Scheme.																				
Car Parking	Free onsite parking																				
Catering:	On site catering at affordable prices																				
Employee Discounts schemes:	Details available upon joining																				

The Recruitment Process

Closing date: Friday 16th December 2022 - midday

Interview date: Week commencing 19th December 2022

We reserve the right to bring forward the closing date and/or interview date where interest and applications received are high, therefore we encourage early applications.

To apply please complete an application form which can be found on the Trust's website - [Our Vacancies | Beyond Schools Trust](#) Completed application forms should be returned by the closing date to careers@beyondschools.co.uk.

If you wish to discuss the role, please contact **Lisa Tarry** via email at ltarry@beyondschools.co.uk

The application form

Please complete the application form as fully as possible. Gaps in employment do need to be explained, therefore please provide as much information as possible. For example, if you undertook a gap year or had a period of unemployment, please state this.

All applications will be acknowledged, and you will be contacted thereafter of next steps.

Right to work in the UK

Unfortunately, if you do not have right to work in the UK, we are unable to process your application. If you are invited to attend an interview, you will be asked to produce original and up-to-date documentary evidence of your right to work in the UK.

Safeguarding

Safeguarding is our highest priority; therefore, pre-employment checks will be undertaken prior to a successful candidate joining. This includes references from current or most recent employer, an enhanced DBS with children's barred list check, and original certificates of qualifications will also need to be provided. It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, you will be required to complete a self-disclosure form this will be sent with your invite to interview and must be completed, signed, and returned prior to interview. The Trust will also undertake an online search as part of its safeguarding duties at offer stage.

The Trust Safeguarding Policy can be found [here](#)

CV

We do not wish to see your CV so please do not include it.

Cover letter

A cover letter can be provided, though not essential. Do keep to a maximum of one page.

Supporting Statement

Your supporting statement is important and will be the basis of our shortlisting and progressing your application, therefore you need to ensure you answer the following as concisely as possible:

- Why you believe you are a strong candidate for the position.
- Set out impact you have made in your current/previous positions.
- Make reference to the job description and person specification to set out how you meet the criteria.

References:

Do provide referee details as outlined, please ensure you indicate whether references can be taken up before interview.

Additional skills:

Aside from your professional skills relevant to the role you are applying for we are interested in you as an individual, therefore do share with us any additional skills, hobbies, and abilities that you would like us to know about

Equal opportunities monitoring:

This will be kept separate from your application and used only for monitoring purposes by the HR department

Special arrangements:

Please do set out in the application form any special arrangements we should try to make if you are invited to interview.

Retention of Personal Information:

Any information supplied by an unsuccessful candidate will be destroyed six months after date of shortlisting.

Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Our Privacy policy is available on our [Our Vacancies | Beyond Schools Trust](#)

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradication of discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

Criminal Convictions:

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on the application form and when completing a Discloser and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working on or coming into contact with children; and must be received by the school before employment can commence.

Living and working in Medway

On the banks of the River Medway from which it takes its name, Medway is the second largest conurbation (after Brighton) between London and continental Europe. This combined with its comprehensive transport links, makes Medway a gateway to the capital, the county of Kent and the continent.

With its regeneration programme providing a variety of new homes and growth for all, Medway is already one of the South East's fastest growing areas. Its ambitious vision provides economic and housing opportunities across all five major towns – all of which act as a magnet for a diverse range of businesses, property hunters and investors.

“Its comprehensive transport links make Medway a gateway to the capital, the county of Kent and the continent.”

Families and commuters are attracted to Medway by the choice of accommodation and facilities in Medway and can live close to schools, railways, and town centres, including Rochester's historic high street. Not only does Medway boast the biggest regeneration zone within the Thames Gateway, but it is surrounded by award-winning green spaces and world-renowned heritage sites.

Living in Medway

Medway's housing landscape is very diverse – from Victorian period properties and cottages to newly-developed modern builds and suburban developments. There is something for everyone from families big and small to couples and individuals wanting to find their perfect home.

Medway has the lowest council tax in Kent and one of the lowest rates in the M25 corridor.

A multi-million-pound regeneration programme is currently transforming Medway's landscape bringing 29,000 new homes, many of them stunning riverfront developments.

Medway is a place in which you can enjoy both living and working. A thriving business location but also within an easily commute to London and yet beautifully green with seven green flags accredited parks. It's a great place to put down roots and make a life.

More than 80% of Medway schools have an OFSTED rating of good or better and is home to four universities.

Advert – Payroll & Pensions Officer

Salary:	£28,371 - £36,298 Trust Spine Point 20-30
Start date:	January 2023 (or sooner if available)
Hours:	Full-time, 37 hours per week
Location:	Beyond Schools Trust Head Office, Fort Pitt Grammar School, Fort Pitt Hill, Chatham, ME4 6TJ
Closing date:	Friday 16 th December 2022 - midday
Interview date:	Week commencing Monday 19 th December 2022

We are looking for a proactive, analytical individual, ideally with a minimum of two years' experience working in a Payroll/Administrative environment. They must be IT literate with a good level of MS Office skills (Excel and Word are essential). They should pay strong attention to detail and accuracy and pride themselves on their organisational skills with the commitment to meeting tight deadlines. A good candidate will also possess strong communication skills along with a good level of customer service and have the ability to build strong working relationships within a team as well as working independently. An understanding of and practising confidentiality and discretion are a must, along with excellent time management skills to organise your workload and a good sense of humour!

This is a great opportunity for an individual looking to develop their career with a role that offers real ownership whilst remaining in a collaborative environment. We have a strong commitment to offering CPD opportunities for career progression and personal growth, and you would be working with a supportive, qualified and experienced team of staff.

Our candidate pack contains a full job description and details of our school sites. We may be able to offer the flexibility to work from home on occasion where opportunities to do so arise within the needs of the role.

Please visit [Our Vacancies | Beyond Schools Trust](#) for a full job description and application form. Completed application forms should be returned by the closing date to careers@beyondschools.co.uk

Visits to the Trust are strongly encouraged. For further information and to arrange a visit, please contact Lisa Tarry via email ltarry@beyondschools.co.uk

We reserve the right to bring forward the closing date and/or interview date where interest and applications received are high, therefore we encourage early applications. Only shortlisted candidates will be contacted for interview.

Safeguarding commitment

The **Beyond School Trust** is committed to safeguarding and promoting the welfare of all staff and students. Any offer of appointment will be subject to satisfactory references, an enhanced DBS with children's barred list and online check will be required for all successful applicants

Equality & Inclusivity Statement

At **Beyond Schools Trust** we strive to be a diverse and inclusive workplace where we can ALL be ourselves. We particularly encourage applications from under-represented communities, including but not limited to those who identify as Black, Asian or from a minority ethnic background.

Our Location

Beyond Schools Trust, Fort Pitt Hill, Chatham, Kent ME4 6TJ

What three words - <https://w3w.co/maps.onion.cowboy>

