



Swale
ACADEMIES
TRUST

HR Administrator
Central Support Services
Information

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Welcome

Welcome to Swale Academies Trust

A message from Gavin Bailey, Chief Finance and Operations Officer (Interim):

Thank you in your interest in this role within the Central Support Services Team at Swale Academies Trust.

The central team is pivotal to the successful running of the organisation and is focused on supporting the improvement of educational standards in all of our schools. All of the work carried out by the Central Support Services Team is in relation to the non-teaching and learning aspects of running a school. The vital work your new role entails allows Headteachers and school-based staff to focus on teaching and learning and improving student outcomes.

As CFOO, my role is to provide strategic oversight of operational services across all of our schools. The central team is well-established with an excellent track record of delivering improvement and value for money, and we continue to develop new ways of working to ensure we can effectively respond to the needs of each of our schools and continuously improve the support we offer.

We look forward to receiving your application to join our organisation at this exciting time.

Gavin Bailey

A handwritten signature in dark ink, appearing to read 'G Bailey', is positioned above the printed name and title.

Chief Finance and Operations Officer (Interim)

Job Description

Job Title: HR Administrator
Grade: SAT B
Responsible to: Head of HR

Purpose of Job:

Provide effective administration and operational support to the Swale Academies Trust HR Team.

Principal accountabilities:

1. Be a 'one stop' point of contact where possible to source and provide information on HR and payroll matters to Headteachers and all employees
2. Manage and prioritise a varied workload, working to tight timescales.

New starters

3. Support the processing and setting up of new starters/leavers on the HR system and with payroll
4. Liaise with the ICT team to set up new employees including ID cards, email account, access to relevant Trust ICT database, etc.
5. Liaise with the Recruitment Adviser to ensure that all relevant documentation is received and processed relating to New Starters.
6. Support the production of contracts of employment for new starters in line with statutory directives and HR KPIs.

Leavers/contract variations

7. Liaise with Headteachers and Office Managers to ensure that all relevant documentation is received and processed relating to leavers and any other contractual changes.
8. Support the preparation of correspondence for all changes to contracts including changes to hours and responsibilities. To administer all appointment, variation and termination formalities.

Payroll

9. Provide all necessary information to payroll in line with established payroll procedures and timetable.
10. Work with the Payroll provider on behalf of employees to ensure that the pension schemes are administered in accordance with the relevant schemes' specifications.
11. Deal with routine pay queries from staff, Headteachers and Office Managers.

Data management

12. Maintain and update accurate personnel records ensuring that data is secure and available to Headteachers where appropriate
13. Record employee information, such as transfers, secondments and maternity leave, to maintain and update payroll records.

Employee Relations

14. Support employee relations cases by taking accurate notes at meetings and hearings with staff.
15. Support employee relations cases by assembling packs for hearings.
16. Coordinate all arrangements for formal hearings, liaising with other colleagues as necessary.

Job Description

General

17. Take responsibility for personal continuing professional development and remain up to date with the latest human resources legislation and best practice and the impact of this on the service provided by the team.
18. Maintain knowledge of safeguarding children and ensure that the principles of safeguarding are considered and included in the work of the team and your personal practice. To ensure that any safeguarding concerns arising are reported immediately to the appropriate person/body.
19. Actively promote the Swale Academies Trust and schools' equality objectives and ensure that the principles of equal opportunity and promoting diversity are considered and included in the work of the team and your personal practice.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Swale Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from ROA and will require an enhanced DBS disclosure.

Person Specification

Qualifications	Essential / Desirable
GCSE (or equivalent) with a minimum of C (or equivalent) in English and Maths	E
Evidence of professional development	E
Knowledge and understanding	
Up to date knowledge of administration processes	E
Previous HR operations experience within an education setting	D
Experience, skills, abilities, attributes	
Experience of working within the Education sector, ideally Schools/Multi-Academies Trust.	D
The post holder must possess an excellent level of communication skills with attention to meticulous accuracy.	E
Good numeracy, organisational skills and accurate keyboard skills.	E
Excellent interpersonal skills	E
Ability to work independently and as part of a team.	E
Ability to use own initiative with “I can do” attitude to meet the challenging demands of the role.	E
Ability to build positive professional relationships with all key stakeholders.	E
Integrity, sound professional judgment, and ability to maintain confidentiality	E
Drive, enthusiasm, creativity and willingness to initiate and maintain new developments	E
Willingness to support the ethos and vision of the Trust	E



Working for Swale Academies Trust

Benefits

- Hybrid working
- Local Government Pension Scheme – with a generous employer contribution
- Salary Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Enhanced Maternity Pay
- Employee Referral Recruitment Incentive
- Discounts with local and national retailers, cinemas and restaurants
- On-Site parking
- Access to training and development

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Generous Holiday entitlement of 26 days (SAT A-E), 28 days (SAT F-J), 30 days (SAT K+) plus Public holidays
- Cycle to Work scheme

Finding Us

Swale Academies Trust

Ashdown House, Johnson Road, Sittingbourne, ME10 1JS

01795 905989

recruitment@swale.at

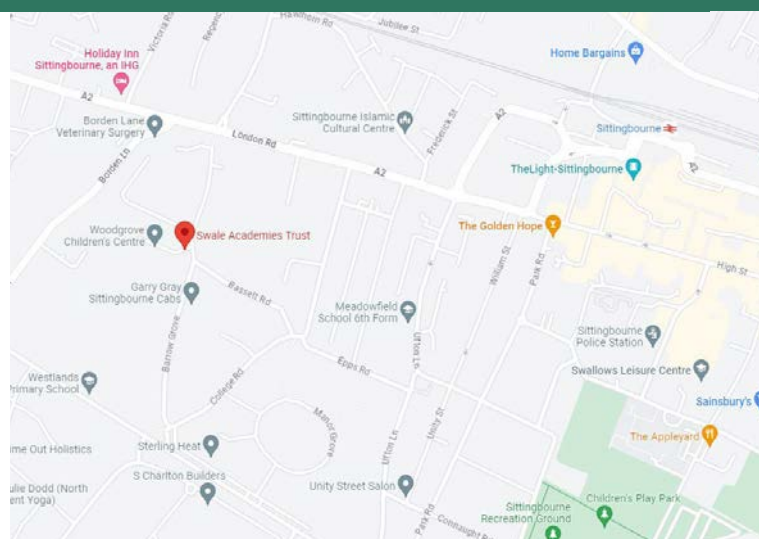
Closest Train Station: Sittingbourne Station

Approx. 15 minute walk

Closest bus stops:

The Coniston (from Sittingbourne/Sheppey) - X3, 334

The King's Head (from Medway/A249) - X3, 329





Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust - Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications



The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Applications for our vacancies should be made through [Kent Teach](#). Links to the relevant Kent Teach advert page can be found within the advert on any other website that it is listed. Alternately, Application forms can be found on the Swale Academies Trust website or downloaded [here](#), and applications should be made by emailing a completed Application Form to recruitment@swale.at.

Please note CVs will not be accepted in place of a completed [application form](#).

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Swale Academies Trust will run an online check of shortlisted candidates.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

Swale Academies Trust is committed to fostering a diverse and inclusive workplace where everyone feels valued and respected. We actively seek applications from individuals from all backgrounds and experiences.

Swale

ACADEMIES TRUST



OUR MISSION

A family of schools that **supports, inspires and empowers** everyone to be their best.

OUR VISION

A sustainable future where **every individual thrives** through personalised learning and opportunities that instil a sense of belonging and purpose.



Excellence

We pursue the highest standards, with the focus on continuous improvement and excellent pupil outcomes.

Integrity

We are honest and treat individuals fairly, acting in the best interests of our pupils.

OUR VALUES

Collaboration

We work together to achieve more than we could individually, sharing good practice and learning.

Agility

We are curious and innovative, embracing both challenge and change.

Empathy

We actively listen to understand another person's experience, nurturing an inclusive environment.