



MOSAIC

MULTI ACADEMY TRUST

Standing Together, Learning Together

Recruitment Pack

Standish Community High School

School Payroll & HR Manager (Permanent Contract)

Closing Date: 8.00 am on Friday 20th August 2021

Interviews: Tuesday 31st August 2021





Partner Schools in Mosaic

This is an exciting opportunity to join a thriving and expanding Multi Academy Trust that currently consists of three schools located across Lancashire. The Mosaic Academy Trust, as an organisation seeks to value each and every member of the community, to become a family of schools that will welcome other schools and be a Trust, whose chief aim is to become stronger as a whole than by the sum of its parts.



Standish Community High School

Kenyon Road, Standish, Wigan, WN6 0NX

Standish Community High School is the lead school within Mosaic MAT, The school's motto 'Be Outstanding' captures our determination and belief that all of our students deserve the very best education and opportunities that enable them to flourish and grow in confidence and develop the skills and expertise, to become happy and well-rounded, successful individuals.



SOUTHLANDS
HIGH SCHOOL
Endeavour for Excellence

Clover Road, Chorley, PR7 2NJ

At Southlands High School we believe that academic achievement and personal growth for every child goes hand in hand; therefore there is a high expectation and high ambition for each and every student in terms of their learning and progress and in the mutual respect we hold for each other in our learning community.



Golborne Community Primary School, Talbot Street, Wigan, WA3 3NN

All at Golborne Community Primary School strive to create an environment that is stimulating, welcoming, friendly and secure. An environment where children are encouraged to try their best and are praised for their efforts. Where high expectations are encouraged the development of the whole child is valued. We believe that through effective experiences and partnerships we can support and develop the individual, giving them skills they need to be independent, confident learners, capable of expressing themselves and with the ability to integrate into the community.





Standish Community High School

July 2021

Dear Applicant,

School Payroll & HR Manager – Permanent Contract

Many thanks for your interest in the above position. Please find enclosed the following documents:

- ❖ Information about Standish Community High School
- ❖ Exam Results
- ❖ Job Description
- ❖ Person Specification
- ❖ Support Staff Application Form

Standish Community High School is advertising for a School Payroll & HR Manager to start as soon as possible.


The successful candidate is primarily required to be the school's immediate point of contact for all Payroll & HR related matters in school. The role is important to school and in addition to maintaining demands, meeting deadlines and managing an efficient support function, we recognise staff are our most valued resource and expect the School Payroll & HR Manager to respect the school's ethos of "Successful Learner, Confident Individual and Responsible Citizen". Professional skills and relevant expertise are essential but we also need a high calibre of soft skills including emotional intelligence and the ability to manage a difficult conversation in a firm but fair manner.

The previous post holder has built an excellent rapport with colleagues and external stakeholders. It is important that the School Payroll & HR Manager is able to maintain and develop the positive relationships built with all staff and stakeholders and be aware that the post is key to representing the school and its ethos. Working in a school can present challenges that arise without notice and the successful candidate will also be expected to have a flexible approach to tasks and the ability to have a measured response to difficult situations.

We are looking at opportunities to support HR administration to ensure the School Payroll & HR Manager can respond effectively to strategic demands. The planned level of support provided is not yet confirmed and will be considered in more detail once the School Payroll & HR Manager appointment is made.

Efficiency and value is a major pressure in schools nationally. The introduction of a the National Funding Formula, inflation on staff pay and general price changes impact on school's ability to effectively plan future budgets but we continue to meet the challenge. Challenge is treated in a positive manner and we aim to achieve best value from the funding that we receive, to support the delivery of teaching and learning in the classroom. The Payroll / HR Manager plays a key role in supporting this aim by managing costs of advertising, managing absence positively, managing OHU provision and being actively engaged in management discussions regarding curriculum changes and planned staffing structures to meet future demands of the school and Trust.

School experience is not essential, however, knowledge of school based staff pay and conditions is a requirement. The post offers an opportunity to extend expertise for existing HR professionals who are



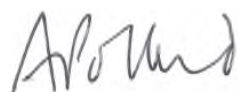
qualified or looking to complete their CIPD training. We currently partner with Ellis Whittam who provide legal advice and training for the Trust on all HR matters. The post will suit someone who wishes to work with some independence but you will have access to fellow professionals via the Trust.

The post is a lead role in the Support Team and offers the opportunity to work with a variety of skilled experts in the school support function and to work with a committed team of professional staff. We are proud of the standards and quality of services delivered by our team of support staff.

There have been significant changes within the area of Business Support services over the last few years and together with the support of colleagues within the Trust we expect to share best practice and improve even further. The work ethic of staff, along with a loyalty to school, is reflected in their flexible approach to tasks and response to changed circumstances and demands. It is important to us that these standards are maintained to support the delivery of teaching and learning.

The working hours will be 37 hours per week, full year, working 08.00 - 16.00 Monday to Thursday and Fridays, 08.00 - 15.30. (Working hours / weeks may be negotiable to secure the appropriate candidate).

Yours faithfully,



Mr A Pollard
Executive Headteacher





Standish Community High School

July 2021

Dear Applicant,

Welcome to Standish Community High School.

Thank you for considering an application to the permanent post of School Payroll & HR Manager at Standish Community High School. I am happy to recommend Standish to you as a high performing and successful school with an intake of 1250 students. Our most recent Ofsted judgment, in November 2014, recorded an overall judgment of good in every category. However, we are working relentlessly to achieve "outstanding".

Our attainment figures for 2015 placed us in the top 100 non-selected state-funded schools in England. This accolade has contributed to our designation as a Leading Edge school by the Secondary Schools and Academies Trust (SSAT). For the second year running we were placed in the top 10% of non-selective schools nationally for attainment and in 2016, we were placed in the top 20% of schools nationally for progress. These awards, along with others we have received, show our aspirations and ambitions for our students and equally the commitment, dedication and professionalism of our staff. For the past two years our Progress 8 scores place the school in the top 20% of schools nationally. We were delighted that our successes continued in 2017 when we achieved our highest progress 8 score so far.

Although all schools are facing considerable change in education, we believe that our core values and positive ethos will guide us as we face the future. As a school, we remain entirely focussed on and determined to unleash the potential in all students irrespective of background or ability.

Standish Community High School has formed a Multi Academy Trust, as the lead school, with another local secondary school. This has provided the potential to open greater career opportunities in the near future. The Mosaic Academy Trust, as an organisation seeks to value each and every member of the community, to become a family of schools that will welcome other schools and be a Trust, whose chief aim is to become stronger as a whole than by the sum of its parts. The Trust has a Trade Union Recognition Agreement in place.

Hopefully, this has inspired you to take a serious look at Standish. I consider it a tremendous privilege to be the Head of School at Standish and lead such an incredibly well-motivated and inspiring team of teachers and support staff.

I look forward to receiving your application form.

Yours faithfully,

Mrs L Barker
Head of School

Exam Results

	2017	2018	2019	2020
Attainment 8	54.26	55.8	54.6	n/a
Progress 8	0.37	0.24	0.24	n/a

Standish	2017	2018	2019	2020
5 x 9 – 4 including English and Maths	80	79	81	81
English and Maths Grade 4 and above	84	85	85	85
3 9 – 7	37	40	38	40
5 9 – 7	29	29	24	28

English Grade 9 – 4	94	95	92	93
English Grade 9 – 5	80	86	82	84
English Grade 9 – 7	43	47	44	42


Maths Grade 9 – 4	85	86	85	85
Maths Grade 9 – 5	64	70	62	66
Maths Grade 9 – 7	32	33	24	29

Standish Subjects	Grade 9s – 2017	Grade 9s – 2018	Grade 9's - 2019	Grade 9'S – 2020
English Language	22	15	21	20
English Literature	35	19	16	21
Maths	16	15	12	16



JOB DESCRIPTION

Post Title:	School Payroll & HR Manager
Purpose:	<ul style="list-style-type: none"> Under the leadership of the Head of School and School Business Manager, to manage the delivery of a proactive, effective and efficient day to day HR service to employees, volunteers, student teachers. To promote and support the vision and direction of the Trust by providing support that will enable staff to reach the highest possible standards of achievement and well-being. Responsible for the entire employee lifecycle, providing strategic and operational HR advice and support. Support with the development and maintenance of new and existing HR policies and procedures, ensuring compliance with latest employee legislation. Manage the recruitment and retention processes, sickness management, leave of absence, disciplinary and grievance procedures. Working with the employees and their representatives where necessary.
Responsible to:	Head of School / School Business Manager
Responsible for:	HR Administration staff
Liaising with:	Head of School, Leadership Team, teachers, support staff, students, parents / carers, outside agencies and business partners
Working time:	37 hours per week, full year, working 08.00 - 16.00 Monday to Thursday and Fridays, 08.00 - 15.30. (Working hours / weeks may be negotiable to secure the appropriate candidate).
Salary / Grade:	Grade 7, SCP 20 (£25,991) – SCP 25 (£29,577)
Disclosure Level	Enhanced
Main Duties / Job Outline	<ul style="list-style-type: none"> Lead on the provision of payroll notification and documentation, working in collaboration with the School Business Manager, to ensure that payroll actions are completed on time Ensure that all personnel files are updated and maintained (electronically) and that all contractual changes / new starters / leavers are administered properly and in a timely way Update and maintain the staff establishment spreadsheet and SIMS Personnel records Manage, monitor and review the Single Central Record (SCR) as necessary, ensuring that all safer recruitment and safeguarding requirements are being fully met including online DBS processes Ensure that staff absence, including leave of absence, is robustly and routinely recorded, reported to payroll, and line managers complete return to work interviews and documentation in line with the Absence Management Policy Oversee the recruitment process to ensure that the candidate has a positive experience from start to end and that all pre and post offer processes are completed and recorded in a timely manner Provide shortlisting and interviewing packs for managers Update training records Keep abreast of Human Resources best practice, legislative changes and new developments to continuously develop and improve knowledge and skills and broaden the understanding of inter-relationships between the range of human resources activities and functions Complete the schools workforce census annual return Ensure that the probation process is managed effectively



- Contribute to an effective induction process
- Work in collaboration with other members of the administration team, promoting continuous improvement in working practices
- Take minutes at formal and informal meetings (e.g. discipline, grievance, capability)

Administration and organisation

- Manage all correspondence, emails, telephone calls, and visitors relating to HR issues
- Implement and review HR systems to support on the timeliness and accuracy of completing HR processes
- Implement the Every HR system
- Work collaboratively with a range of internal external partners to ensure that HR is being delivered effectively

Professional judgement and decision-making, including but not limited to:


- Representing the school, being the main point of contact and part of the 'public face' of the HR team for staff and potential employees and 3rd parties
- Being equipped to exercise considerable initiative with wisdom and minimum guidance in performing all duties of the post, seeking necessary advice where appropriate
- Continuously reviewing, improving or designing key HR operational processes, procedures and systems
- Applying a strong sense of vision and commitment to customer service provision and quality assurance
- Contributing to and sharing in the corporate life of the school and Trust
- Dealing effectively and calmly with emergencies, should they arise
- To design, produce and deliver strategic reports and information for governors, senior staff and colleagues relative to the HR function

Communications

- Report to the Head of School / School Business Manager on outstanding and completed HR actions
- Attend MAT HR meetings
- Attend Health and Safety meetings when required
- Play a key role in communication of HR policies and procedures to the staff
- Ensure that contact with a wide range of people is friendly, supportive and professional, and that complex queries and potential conflict situations are well-handled
- Oversee and deal with staff queries, deciding on what action needs to be taken and seeking advice from the HR Director as required. Ensure that action is prompt and followed-up, keeping records and ensuring the HR Director is kept informed
- Foster effective and developing relationships with the wider community, other schools and external organisations
- Update the staff handbook
- Proof-read documents to the highest standard of quality, correctness and meaning

Hospitality

- Interview candidates - plan schedules for candidates and liaise with those involved to ensure days run smoothly;
- Make hospitality arrangements for HR meetings, interview selection days
- Book rooms for HR meetings and interview selection days



	<p>General responsibilities</p> <ul style="list-style-type: none"> Limited flexibility with working hours including assisting with after-school events and on occasions other commitments beyond the usual working day, recognising the variable nature of workloads and deadlines. It must also be noted that Mosaic Multi Academy Trust strongly recognises the fundamental importance of a private and family life, and of adequate rest and recreation. Support the Head of School, School Business Manager and CFO during the summer break, generally during the first and last week of the holidays to ensure all in place for leavers and new starters. Any other duties as reasonably required by the Head of School, School Business Manager and CFO.
Health and Safety Training	<ul style="list-style-type: none"> To undertake Health and Safety Training on areas within the designated work area During fire evacuations be responsible for accounting for staff / being a fire marshal and follow procedures explained in the Fire Safety and Evacuation Procedures Policy
Other Specific Duties	<ul style="list-style-type: none"> To carry out the duties in the most effective, efficient and economic manner available To continue personal development in the relevant area To participate in the staff review and development appraisal process To support the development and promotion of an image that is consistent with the aims of the school Provide general clerical / admin support, when directed. Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person Commitment and support to ensure equal opportunities for all Contribute to the overall ethos / work / aims of the school Appreciate and support the role of other professionals Attend and participate in relevant meetings as may be reasonably directed
School Ethos	<ul style="list-style-type: none"> Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example Promote actively the school's corporate policies Comply with the school's health and safety policy and undertake risk assessments as appropriate

Signatures

The school 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 below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Signed
(School Payroll and HR Manager)

Signed
(Headteacher)

Dated
(School Payroll and HR Manager)

Dated
(Headteacher)





Safeguarding of Children and Young People

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from the Headteacher / SLT link to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but in consultation with you it is liable to variation by Management to reflect or anticipate change in, or to, the job commensurate with the grade and job title.

Date: July 2021



Person Specification

School Payroll & HR Manager

	Essential / Desirable	Application / Interview / Reference
Experience		
Experience of working in a busy payroll / HR team	E	A, I
Experience of using schools' administrative and HR systems, including SIMS and Every HR	D	A, I
Ability to work accurately, with attention to detail	E	A, I, R
Experience of school related HR procedures	D	A, I, R
Experience of development, management and operation of administrative / payroll / HR systems	E	A, I, R
Experience of managing a team	D	A, I, R
Experience of working within a school setting or learning resource facility	D	A, I
Senior administrator or position of similar / greater level of responsibility for at least 2 years	E	A, I, R
Taking summary meeting minutes	E	A, I
Training & Qualifications		
Minimum of 3 GCSE's Grades (A to C) including English & Maths or equivalent qualifications to NVQ Level 2 / QCF credit value	E	A, I, R
CIPD qualified or studying towards qualification/professional qualifications Degree or similar level /post-graduate qualifications in business or leadership disciplines or willingness to work towards	E	A, I
Knowledge & Understanding Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post		
Substantial experience of working in payroll / HR	E	A, I
Ability to promote high expectations as well as confront and resolve problems using sound judgement	E	A, I
Ability to respond and communicate with sensitivity, clarity and focus	E	A, I
Interest in keeping up to date with latest HR practices and legislation in schools and, where relevant, elsewhere	E	A, I
High level IT skills	E	A, I
Sound knowledge and understanding of key HR processes	E	A, I
Experience of working in HR in the education sector	D	A, I
Knowledge and experience of SIMS and/or Every HR	D	A, I
Proven track record of HR team management, including excellent generalist experience in a wide range of employee relations issues, recruitment, organisational change and staff development	D	A, I
Experience and proven ability to manage, motivate, negotiate and influence a wide range of staff over a number of areas of work	E	A, I
Understanding Health and Safety legislation and employment law policies and procedures	E	A, I

Ability to analyse and interpret complex information and prepare and deliver briefings and or presentations	E	A, I
Knowledge of job evaluation, grading and equal pay	D	A, I
Knowledge of developing and maintaining HR and administrative procedures	E	A, I
Sound knowledge of FOI / Data Protection	D	A, I
Personal Skills, Abilities and Competencies Applicants should be able to provide evidence that they have the necessary skills and abilities required		
Ability to build positive relationships with a range of stakeholders, at a variety of levels	E	A, I
Ability to plan and prioritise effectively and meet deadlines	E	A, I
Ability to work on own initiative and adapt to changing demands and requirements	E	A, I
Ability to work under pressure and be a confident and effective decision maker	E	A, I
Confident, calm and professional approach	E	A, I
Ability to work with others as a leader and team member	E	A, I
Commitment to customer care and delivering services in line with the needs of the service users	E	A, I
Flexibility and willingness to work outside the normal working pattern when required	E	A, I
High consistency in the implementation and use of ICT systems and procedures	E	A, I
Experience of dealing with difficult and sensitive situations in a balanced, diplomatic and professional manner	E	A, I
Effective organisational skills to manage and support meetings and other events	E	A, I
To show commitment to sustain excellent attendance at work	E	A, I
Excellent written and oral communication skills	E	A, I
Firm but tactful and diplomatic; friendly, professional, and able to communicate effectively, confidently and accurately both orally and in writing to a full range of audiences on HR matters.	E	A, I
Able to draft correspondence to a high standard.	E	A, I
Ability and desire to communicate and relate well to young people, accepting all members of our community have a role to play in the wider education of our students	E	A, I
Ability to assess and diffuse confrontational situations	E	A, I
Complete discretion and confidentiality	E	A, I
Personal Qualities		
Strongly self-motivated and personally resilient	E	A, I
Exceptional levels of personal integrity, discretion, honesty, reliability and self-awareness	E	A, I
Strong intellect underpinned by a clear moral compass, instinct and intuition	E	A, I
High standard of personal presentation with an excellent attendance and time-keeping record	E	A, I
Exacting standards, with high levels of attention to detail and accuracy	E	A, I
Conscientious and diligent work ethic	E	A, I
Strong initiative, analytical, problem-solving and strategic thinking skills; able to think laterally and to accurately anticipate intended (and potential unintended) consequences of differing courses of actions	E	A, I

Ability to plan, organise and prioritise effectively	E	A, I
Ability to create, edit and use databases	E	A, I
Ability to use Management Information Systems, especially if educational (e.g. SIMs), and to produce reports from them.	E	A, I
Pro-active in using initiative	E	A, I
Creative, constructive, insightful and innovative approach to problem-solving	E	A, I
Willingness to take a hands-on approach as necessary	E	A, I
Ability to work under pressure, prioritising workloads to meet specified deadlines, in a situation with frequent interruptions	E	A, I
Flexibility, on occasions and within reason, in approach to working hours	E	A, I
Ability to build and maintain successful relationships with students and staff, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	E	A, I
Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice	E	A, I
Able to improve their own practice through observations, evaluations and discussion with colleagues	E	A, I
Be flexible with an ability to be able to embrace and generate change	E	A, I
Application		
Accurate completion of school application form	E	A
Letter which addresses person specification, evidence in letter and application	E	A
High standards in spelling and writing	E	A
Legal Issues		
Legally entitled to work in the UK	E	A
Valid UK Driving Licence	D	A
Enhanced DBS Clearance	E	

How to Apply:

Any offer of employment is subject to a satisfactory enhanced criminal record check with barred list through the Disclosure and Barring Service (DBS), medical clearance, references and verification of qualifications satisfactory to the Trust.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures.

Please return completed application forms, accompanied with a covering letter by email to recruitment@mosaicmat.net . Late applications and CV's will not be considered.

The closing date for applications is Friday 20th August 2021 at 8.00am. Shortlisted candidates will be notified by email of the interview arrangements. Please ensure your correct email address is provided on your application form.

Interviews are scheduled to take place on Tuesday 31st August 2021.

Unfortunately, we are unable to notify candidates individually if they have not been successful with their application.