

The **GALLERY TRUST**

A community of special schools



**HR and Payroll
Administrative Officer
Candidate Information Pack
November 2024**



Thank you for your interest in the post of Administrative Officer HR and Payroll at Mabel Prichard School.

We are a community special school for children and young people with complex needs from the ages of 2 to 19.

At Mabel Prichard School, we believe in enabling every student to discover who they are and to realise their full potential. Our curriculum offers a broad range of opportunities to face challenge; develop independence; prepare for adulthood; discover the world around them; be safe and develop the skills and knowledge to lead a happy, positive and fulfilled life.

Through our strong caring ethos, we support students to respect their whole community, regardless of background, race, gender, faith and disability and to celebrate diversity, so they are able to develop skills of empathy and tolerance in their life ahead.

We believe education plays a pivotal role in developing as individuals, alongside the vital input from families and other professionals whom we enjoy working closely with. The purpose of the school is to create opportunities through education for each student to value themselves and each other; develop confidence; communicate their thoughts and ideas and to enjoy discovering their strengths to take forward in their life ahead.

Mabel Prichard School is a member of The Gallery Trust, an expanding Special Needs Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The Trust has a national reputation for excellence and is influential in the development of SEND strategy in the county. With six academies currently in the Trust, our aim is to build a community of eight to ten special schools over the next five years.

Please visit our website to find out more about the school. If you would like to visit the school to find out more about this exceptional opportunity before you submit your application, you will be most welcome. Our staff and students will be delighted to meet you.

Thank you again for your interest and we look forward to hearing from you.



Lucy Wawrzyniak
Executive Headteacher

**HR and Payroll
Administrative Officer
Grade 9
Actual Salary £29291 - £31713 per annum
(FTE Salary £33366 - £36124 per annum)
37 hours per week, 39 weeks per year, term time only (to include INSET Days)
Monday to Thursday 8am – 4pm
Friday 8am – 3.30pm
To start as soon as possible**

We are seeking to appoint an enthusiastic and dynamic HR and Payroll Administrative Officer to join our existing administration team, working on both our primary and secondary sites.

You will:

- Experience of HR Administration (preferably within a School)
- Have a minimum of 5 GCSE's (or equivalent), at Grade C or above, to include English and Maths
- Experience of working in a school or educational setting
- Experience of development, management, and operation of administrative systems
- Be committed to ongoing self-development and training
- A good team player with the ability to work on their own initiative

Application Process

To apply for this post, please email recruitment@mabelprichard.org or telephone 01865 777878 to request an application form and a job pack. You can also download an application form and job pack from our website www.mabelprichard.org or from The Gallery Trust website www.thegallerytrust.co.uk

Please submit your application form by Sunday 1st December 2024 to recruitment@mabelprichard.org or by post. Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria.

We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, NCTL and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds.

The GALLERY TRUST

A community of special schools

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham
- A Free Special School in South Oxfordshire, opening date to be confirmed
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney
- The Grove@Longford Park, Banbury (satellite provision of Orion Academy)
- The Gallery@Longford Park, Banbury (resource base for mainstream students)

The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals.

The Trust is committed to investment in learning, developing system leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.



At Mabel Prichard School students work in class groups where teachers differentiate learning for all students, ensuring lessons are inclusive for all.

The school has developed a comprehensive and broad skills-based curriculum, which can be found on the school's website. This curriculum, which is underpinned by detailed assessment processes, guides the learning for all students. The school has excellent links with community partners and its strong focus on pathways to adulthood supports students onto further education and into employment.

The committed team at Mabel Prichard School includes class teachers, teaching assistants, lunchtime supervisors, care assistants, school business manager and admin team, caretaker and cleaning team and safeguarding leads.

The school recognises its success is based on successful partnerships. Most importantly, the school works closely with parents and understands that they know their child best. The wider multi-professional team at Mabel Prichard includes a Special School Nurse, Speech and Language Therapist, Occupational Therapist and Physiotherapist. The school also hosts health clinics through the special school nurse provision.



HR and Payroll Administrative Officer

Job Description

Introduction

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the School Business Manager. The School Business Manager will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

The job description will be reviewed at least annually, and any changes will be subject to consultation. The academy's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the Stress at work policy and Dignity at work policy.

Job Purpose

Organisation

- Reception duties
- Receipt and distribution of goods delivered
- Liaison with professional bodies
- Minibus administration
- Liaison with service providers and contractors regarding site cleaning and maintenance

Administration

- Work closely with The Gallery Trust human resources team. Adhering to The Gallery Trust policies and procedures
- Recording and reporting of staff absence
- Administration of payroll procedures including over-time claims
- Investigate and resolve staff payroll queries
- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Management of the employee section of the school management information system (Integris)
- Compilation and submission of the School Workforce Census
- Oversee the administration of the school training matrix and support with booking training courses

Human Resources

- Adhere to the confidentiality agreement
- Full administrative responsibility for recruitment
- Maintain job packs
- Liaise with The Gallery Trust regarding HR matters

- Conduct Return to work interviews
- Support senior leaders with HR matters
- Create, maintain and update confidential HR records for all staff
- Update and maintain school single central record
- Complete a whole school induction with all new employees

Resources

- Assist with marketing and promotion of the school
- Maintain the school website
- Oversee the ordering and supply of cleaning and stationery supplies
- Use charge card to order ad hoc items

Responsibilities

- Comply with and assist with the development of policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular staff meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

Selection Criteria
HR and Payroll Administrative Officer Mabel Prichard School

	Essential	Desirable
Experience	<ul style="list-style-type: none"> ● Experience of payroll and human resources ● Experience of development, management and operation of administrative systems ● Previous experience of working in a school or educational setting 	<ul style="list-style-type: none"> ● Experience of payroll and human resources with in a school environment
Qualifications/ Training	<ul style="list-style-type: none"> ● At least five A*-C GCSEs (or equivalent), including English and maths. 	<ul style="list-style-type: none"> ● An up to date first aid certificate ● A full enhanced DBS certificate
Knowledge/Skills	<ul style="list-style-type: none"> ● Effective use of ICT and other specialist equipment/resources ● Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation around HR and Safeguarding ● Have good working ICT knowledge including Microsoft Office ● Ability to relate well to children and adults ● Be adept at problem-solving, including being able to identify and resolve issues in a timely manner ● Possess strong interpersonal skills 	<ul style="list-style-type: none"> ● Previous experience with Google Drive, RM Integris, ePaysafe ● Have an HR qualification

	<ul style="list-style-type: none"> ● Be able to communicate clearly, both written and orally ● Effectively read and interpret information and gather and analyse information ● Be organised, accurate and thorough in their work ● Be dependable, able to follow instructions and respond to management directions ● Work constructively as part of a team, understanding school roles and responsibilities and your own position within these ● Ability to self-evaluate learning needs and actively seek learning opportunities ● Have the ability to record and analyse data using different systems ● Understand the importance of confidentiality and GDPR 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> ● A flexible approach towards working practices ● High expectations of self and a desire to maintain professional standards ● The ability to work as both part of a team and independently ● The ability to maintain successful working relationships with colleagues 	

	<ul style="list-style-type: none">● A commitment to equal opportunities and empowering others● A commitment to supporting others● An excellent understanding of confidentiality● A warm, engaging and transparent personality● Committed to promoting high quality and consistent practices● Able to plan and take control of situations● Committed to contributing to the wider school and its community● Capable of handling a demanding workload and successfully prioritising work● Professionally assertive and clear thinking● A good team player, with the ability to also work using their own initiative● Willing to go the extra mile● Able to quickly adapt to changes	
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