



Operations Business Partner (HR & Payroll) Candidate Pack

Candidate Pack



PONTEFRACT
ACADEMIES TRUST

Welcome

Welcome from the CEO and context for this appointment.

Dear applicant,

Thank you for registering your interest in joining Pontefract Academies Trust. I hope the information provided will interest you and help you with the application process. Pontefract Academies Trust is a cross-phase Multi Academy Trust comprising of seven primaries and two 11-16 secondary schools. Currently our schools are located within Pontefract and South Kirby, with pupils drawn from the local community including different catchment areas.

The Trust has moved forward at some pace since 2018. The turnaround in performance of all our schools and the development of a culturally aligned organisation has seen the Trust develop a strong reputation locally and regionally. The Trust is financially solid and sustainable, with a strong and growing reputation for school improvement across the region.

We are seeking to appoint an experienced Business Partner to work with our schools. You will assume an exciting pivotal central role helping to manage our transactional HR and payroll processes, ensuring accuracy, and providing essential support to our schools and adding value to our 'People' service.

We wish to appoint positive people who want to make a difference. We wish to appoint people that understand and believe in our guiding principles and values. We want to hear from flexible people who, with 100% backing and support, will get fully involved with exciting challenges. As a Trust with a great family of schools serving Pontefract, we are proud of the work we do. The moral dimension drives us.

With best wishes,



Julian Appleyard OBE
CEO, Pontefract Academies Trust



About the Trust.

Pontefract Academies Trust was established as a Multi Academy Trust in 2013. The Trust is a growing family of seven primary and two secondary schools serving approximately 4000 pupils and employs around 600 staff. The schools in the Trust range from one-form entry primary schools to seven-form entry secondary schools.

The primary aim of the Trust is to operate exceptional high-performing schools that provide our pupils the chance in life they deserve. As a Trust, we possess great aspirations for our pupils. We recognize the importance of adequately preparing them by imparting qualifications, knowledge, skills, resilience, and personal growth; enabling them to make positive contributions in an ever-evolving world. Our pupils begin their educational journey with a strong foundation in reading, enabling them to access a knowledge rich curriculum. By the time they complete their studies with us at the age of sixteen, they possess skills and qualifications that equip them for a successful transition to the next phase of their lives.

With talented teaching, support and central services staff, the Trust has a growing reputation for school improvement within the region. Improved school performance since 2018 has seen the Trust primary schools achieve outcomes in line with the top 5% of schools nationally, and the secondary schools placed in the top 15% nationally for progress. This transformational success makes us even more determined to make a difference in the life chances of our most disadvantaged and vulnerable children and young people in the communities we serve.

We are proud that our schools are highly collaborative and ambitious. One of the Trust's guiding principles is "stronger as one". As a family of schools we are located sufficiently close to one another, sharing resources and expertise and giving staff local opportunities to develop their careers. We recognise that great practice can come from anyone, and sharing it means everyone benefits.

As a family of schools we try to offer more to our pupils and colleagues than a single school could offer alone. Internally we provide a range of professional learning for staff, and the outward-facing nature of the Trust allows for strong partnerships locally and regionally.

Our Mission.

Running top-quality, high-achieving schools that give our children and young people the chance in life they deserve.

Our Vision.

Where every child and young person makes outstanding progress.



Our Schools.

The Pontefract Academies Trust family includes a range of schools across Pontefract. We provide education from nursery through to primary and then onto secondary.

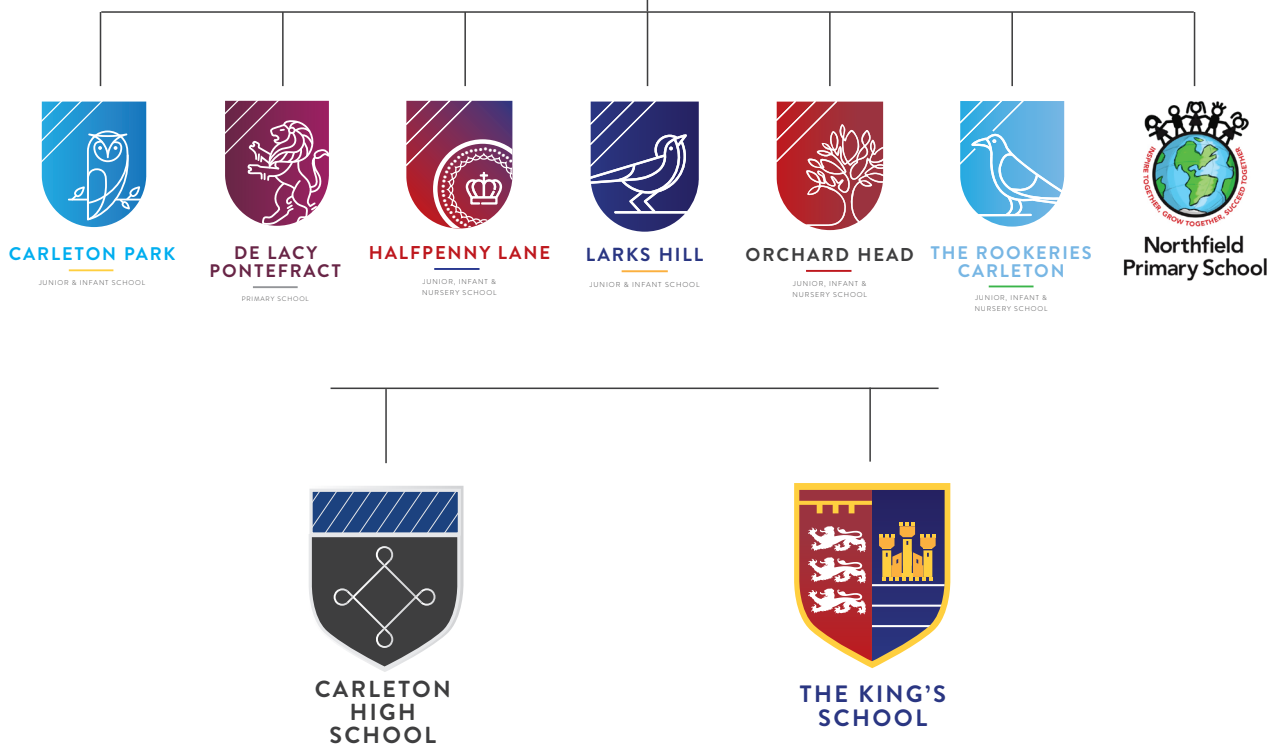
Each school is individual and responds to the needs of its local community to provide the best possible opportunity for its young people. However, being part of a Multi Academy Trust means each school can benefit from shared resources and systems that allow collaboration for the benefit of our children and young people.

9 SCHOOLS

ONE TRUST



PONTEFRACT
ACADEMIES TRUST



Job Description:

Operations Business Partner

(HR & Payroll)

Reporting to:	Director of People & Culture
Salary:	Grade 9
Term:	Permanent – Full Time (Part-time working requests will be considered)
Location:	Head Office The Barracks Business Centre, Wakefield Road, Pontefract, WF8 4HH

Job Purpose Summary

A rewarding role to support the core business functions of the Pontefract Academies Trust, specifically;

- To provide a proactive and responsive range of advice on matter relating to transactional HR, payroll and operational support on behalf of the Trust;
- To handle the execution of various initiatives and projects taken up by the Trust Central team, acting as the 'super user' of the user-facing systems;
- To co-ordinate and manage recruitment plans and systems;
- To co-ordinate and manage all aspects of the Trust's staff onboarding processes;
- To co-ordinate and manage the payroll process in liaison with the external payroll provider ensuring the accurate and timely processing of pay in accordance with the Trust Financial Regulations;
- To maintain staffing budgets and rolling forecasts working closely with the Trust Management Accountant.

Key Responsibilities and Accountabilities

Systems and Processes

- To assist in devising and implementing new business processes and procedures, training both support staff and academic staff, ensuring that any changes are reflected in the Trusts policies;
- To act as the super user of the Trusts user-facing systems, currently Face-Ed (Recruitment), Sam People (contracts & absence management), BPS budgeting software (for the recording and calculation of the Trust and individual school budgets), Bromcom (MIS system), EduPay (HR and Payroll software) etc, answering queries, setting up new users and rolling out new systems and changes as required;
- Work with School Support/Office Managers to identify, design and deliver Learning and Development Programmes to bridge skills and knowledge gaps across all school administration roles. Where internal resource is limited or independent training is required, work with the Procurement and Contracts Manager to source and engage external expertise to support, in line with training budget;
- Communicate regularly with the wider central team to exchange information and provide ongoing support and problem resolution;
- Proactively research and identify best practice initiatives and deliver as appropriate.

Transactional HR

- Supporting the schools and central team through the recruitment process by coordinating adverts, job descriptions and person specifications ensuring all jobs are appealing and have competitive salaries.
- Working with the Marketing & Communication Manager to ensure our outward facing employer brand is attractive and engaging.
- Advertisement of posts across the Trust and coordination of applications
- Issuing of contracts, variations, leavers documentation.
- Co-ordinating all appropriate pre-employment checks and recording on the single central record in-line with relevant legislation and guidance.
- Supporting attendance processes and managing occupational health referrals
- Support the management of the Trust's apprenticeship levy and apprenticeship programme
- Utilise key 'people' metrics to support improvements and influence business decisions.

Payroll

- Co-ordinate and process payroll information in accordance with specified deadlines;
- Validate information provided by the external payroll providers;
- Liaise with management and staff regarding all payroll enquiries;
- Be responsible for training new employees on the use of the EduPay HR systems for the submission of personal changes and expense/overtime claims;
- Ensure the timely update of payroll (and other associated portals inc. pensions, staff absence insurance etc) for appointments, terminations, variations and any other changes to conditions of service which may impact payroll;

- Prepare the monthly payroll journals including salary recharges between schools;
- Maintain employee confidence and protect payroll information by upholding the highest standards of confidentiality and information security;
- Assist in improvements to payroll and other financial processing controls including appropriate input and response to internal audit recommendations.

Budgeting and Forecasting

- Work with the Management Accountant to prepare and build annual and 5 yearly staffing plans for schools to deliver a financially efficient curriculum ensuring that recruitment plans are aligned to resource budget schedules and CLFP metrics;
- Prepare a summary of additional role and contract change requests for monthly review by ELT, detailing reasons for variation and budget impact;
- Working with school SENDCOs, monitor a schedule of temporary support staff assigned to pupils with EHCPs, ensuring this is aligned to current funding and supports schools with recruitment requirements;
- Update budget forecasts (Staffing Monitors) for review by the Management Accountant on a monthly basis to reflect changes in staffing plans during the year.

General

- To work in liaison with the Headteachers and the Chief Financial Officer to ensure financial probity and implementation of internal audit recommendations;
- Develop constructive relationships and communicate with other agencies/professionals;
- Attend and participate in regular meetings sharing experience and skills with others.

Relevant working conditions

- Some home working may be accommodated.

Responsibilities for Resources

- Effective use of materials and resources.

Responsibilities for Budgets and People

- As above.

Performance Management and Review

- Objectives and professional development plans will be balanced between the Trust, personal and school-focused objectives and will be formally agreed with your line manager at the start of the review period. Ongoing support and monitoring will be provided through regular 1:1s, peer support, and external mentoring or CPD where required;
- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Performance Management Policy.

Core responsibilities and duties

All postholders are required to:

- Ensure that you understand and comply with the Trust Health and Safety Policy by following the relevant procedures that are in place;
- Read, uphold and promote the safety and well-being of pupils as set out in the Trust safeguarding procedures;
- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall vision and values of the Trust;
- Appreciate and support the role of other professionals;
- Work effectively as part of team;
- Attend relevant meetings, as required;
- Participate in training and other learning activities and performance development as required;
- Treat all users of the school with courtesy and consideration;
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all;
- Be proactive in seeking appropriate advice and guidance where required;
- Flexible and willing to work between different sites as required.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Person specification

			Assessed by	Assessed by
No.	Categories	Essential or Desirable	Application Form	Interview or Task
Qualifications				
1.	At least 5 GCSE's (or equivalent), including English and Mathematics, at Grade C equivalent or higher.	E	✓	
2.	Educated to A Level standard.	D	✓	
3.	Willingness to work towards achieving a Level 3 CIPD or Payroll qualification.	D	✓	
Experience				
4.	Experience of administering payroll and financial systems.	E	✓	✓
5.	Experience of managing employee onboarding procedures (Recruitment, contract/variation development/pre-employment checks etc).	E	✓	✓
6.	Experience of developing strong working relationships with a wide range of stakeholders.	E	✓	✓
7.	Experience of working within the education sector.	D	✓	✓
8.	Experience of line managing people.	D	✓	✓
Abilities, Skills and Knowledge				
9.	Good written and verbal communication and interpersonal skills.	E	✓	✓
10.	Ability to work under pressure and to deadlines.	E	✓	✓
11.	Good attention to detail with a high degree of accuracy.	E	✓	✓
12.	Ability to direct, develop and motivate team members.	E	✓	✓
13.	Good understanding of payroll processing and reconciliations, bank reconciliation, and purchase/sales ledger controls.	E	✓	✓
14.	An understanding of Teachers pay and conditions and support staff NJC terms and conditions.	D	✓	✓
15.	An awareness of contractual employment law.	D	✓	✓
16.	An understanding of Keeping Children Safe in Education guidance.	D	✓	✓
17.	Strong ICT skills in excel and a good understanding of finance packages.	E	✓	✓
18.	Able to work within financial frameworks and a good working knowledge of financial regulations.	E	✓	✓
19.	Ability to maintain a high level of confidentiality and discretion at all times.	E	✓	
20.	Self-motivated with a can-do attitude.	E	✓	✓
21.	Ability to build good working relationships with colleagues and external contacts.	E	✓	✓
22.	An excellent record of attendance and punctuality.	E	✓	✓
23.	Commitment to personal development and learning.	E	✓	✓

Benefits of working at Pontefract Academies Trust

- High quality, 24/7 Employee Assistance Scheme, with easy access to Physiotherapy, Counselling, Mindfulness, Physical & Mental health interventions and much more.
- Generous annual leave per annum, increasing over time.
- Generous family friendly policies to allow effective work-life balance.
- A focus on your career pathway with exciting approaches to CPD.
- A friendly, supportive and happy team to work alongside.
- Modern central office in the centre of Pontefract, with high quality amenities & free parking.
- Salary sacrifice schemes including Cycle 2 Work.
- Generous pension scheme (Local Government Pension Scheme).
- Flu vaccine and Health checks.
- Free eye testing and eye wear scheme with Specsavers.

How to Apply:

To apply for this vacancy, please submit your application form via the Face-Ed system by following the link to our website: <https://pontefractacademiestrust.org.uk/vacancies/> before the closing date of Monday 19th February at 10am

The listing will be closed as soon as sufficient applications have been received.

We are an equal opportunities employer, welcoming applications from everyone. Pontefract Academies Trust is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to safeguarding all children and young people whilst promoting their welfare. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure and pre-employment checks. Shortlisted applicants will also be asked to provide a self-declaration form.

We look forward to hearing from you.



PONTFRACT
ACADEMIES TRUST

Pontefract Academies Trust

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The Pontefract Academies Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to DBS checks along with other relevant pre-employment checks.