



Information Pack: HR & Payroll Officer

Oasis Academy South Bank



Dear Applicant,

Thank you for your enquiry regarding the position of **HR & Payroll Officer at Oasis Academy South Bank, Waterloo, London.**

Oasis Academy South Bank opened in September 2013 with 120 students in Year 7 and has grown year on year with our Sixth Form opening in September 2018. We are incredibly proud of everything we have achieved in the last six years; our well-rounded young people who are all in purposeful and challenging 16+ provision, some of the best GCSE results in the country and our Outstanding Ofsted report.

We are also hugely proud of our staff who are relentlessly hardworking, supportive of one another and passionately committed to securing the best possible life chances for the young people of Waterloo. This role is an exciting opportunity to join our team. It will require huge amounts of perseverance and a constant drive for innovative excellence. However, this role will also be incredibly rewarding and will offer exciting progression for the future.

If you would like to apply, please complete the Application Form and Equal Opportunities monitoring form (please note that CVs are not accepted). Please ensure that you provide the name, address and status of two referees, one of whom should be your current Line Manager. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

If you would like to know more about us, please see our website www.oasisacademysouthbank.org. Furthermore, if you would like to visit the Academy, have any questions about the application procedure or would like to discuss the post further then please contact Hetal Patel on 020 7921 4531 or email hetal.patel@oasisouthbank.org - we would be really pleased to hear from you.

Applications must be submitted before the closing deadline of Monday 3rd May at 5pm. Please send your application via email to hetal.patel@oasisouthbank.org. If you are successfully shortlisted then interviews will take place later that week.

We wish you well and thank you once again for your interest in what we think will be a challenging and rewarding post.

Yours sincerely,

Anna Richardson and Alex Lewis
Co-Principals

Job Description

POST: HR & Payroll Officer

RESPONSIBLE TO: Operations Manager

RESPONSIBLE FOR: Smooth processing of monthly Academy payroll and Academy based HR matters

SALARY: Inner London SCP12 – SCP19 (£26,544 - £30,078), pro rata (term time only + 2 weeks)

LOCATION: Oasis Academy South Bank: Waterloo

DISCLOSURE LEVEL: Enhanced



VISION:
All young people, regardless of starting point, will
‘Climb the STAIRS to Greatness’
at Oasis Academy South Bank. Through love, nurture and a rigorous academic focus, Oasis Academy South Bank students will, ultimately be successfully and happily employed in a career with prospects.

A. Professional and Personal Characteristics

- **S - Scholarship** - Post holder will have a committed and wholehearted belief that all young people, regardless of starting point, need or complexity can make outstanding academic progress.
- **T - Transformation**- Post holder will have an optimistic and positive belief that all young people can constantly change and transform into confident, ambitious, honest, happy, hard-working, respectful citizens. More widely, a desire to be part of a team that is leading community transformation. Post holder will be committed to challenging the status quo.
- **A - Aspiration** - Post holder will instil in young people a belief in themselves about what is possible and will consistently act as an aspirational role model in all that they do.
- **I - Inclusion** - Post holder will fully include all children regardless of complexity, need or starting point. Post holder will be committed to including all aspects of a child’s social, emotional and cultural development. Post holder will never isolate, exclude or disconnect a student or group of students.
- **R - Resilience** - Post holder will be determined, hardworking and relentless in achieving the vision and instilling the values in our school.
- **S - Social Responsibility**- Post holder will be committed to instilling a sense of responsibility for helping our community and altruistically ‘giving back’ to our immediate, local, national and global communities.



JOB PURPOSE:

MAIN DUTIES AND RESPONSIBILITIES:

JOB PURPOSE:

To ensure the smooth and timely processing of the Academy payroll and provide full HR support in a confidential manner.

Role Purpose and Role Dimensions

HR

- To process contract variations through ITrent, ensuring the correct authorisations are in place, accurate entering of information and issuing of relevant paperwork to employees, updating databases and records for audit and compliance purposes.
- To support with the update and maintenance of the relevant Single Central Record (SCR) including entering all new starters, adding agency workers, volunteers, contractors etc. and ensuring leavers are archived.
- To inform relevant departments of new starters and support with the organisation of new starter Induction, liaising with appropriate colleagues and ensuring new starter equipment is organised for the first day.
- To be responsible for answering pay related queries and relaying them to the appropriate party having sought advice, where necessary.
- To track staff absences and return to work interviews.
- To liaise with Health and Safety champion to ensure all risk assessments are completed
- To ensure leave of absence requests are reviewed by the Line Manager/Principal and that staff are formally notified of the outcome of requests and personnel record and payroll is updated.
- To issue maternity guidelines and paperwork to pregnant employees as well as those requesting paternity leave, shared leave or adoption leave.
- To ensure maternity, paternity and adoption leave guidelines are followed as and when necessary and arrange keeping in touch days.

Payroll

- In liaison with Finance, to ensure correct details are processed on payroll for all staff and that new staff are added.
- In liaison with Finance, to operate and maintain the pay related processes in an efficient and effective manner ensuring that the monthly payroll is accurate and communicated to the Payroll bureau to be paid on time.

- To be responsible for collecting data required for the monthly payroll and administer changes through the iTrent system required for starters/leavers, permanent amendment.
- To action along with Finance any changes in pay, hours, weeks, additional payments, increments etc.), and temporary amendments (expenses, overtime, one off payments, attachment of earnings etc.).
- To be responsible for the recording of monthly absence e.g. sick leave, maternity, and special leave, paid and unpaid by payroll deadline dates.
- To complete statutory salary updates as and when required.
- To process documents and forms and ensuring forms are distributed accordingly in line with the payroll process.

Recruitment

- To work alongside colleagues to generate job descriptions and person specifications for required roles.
- To support with the process of vacancy approval ensuring policy is adhered to and the correct information is obtained in a timely manner.
- To coordinate interview/selection logistics including room bookings, diary management, scheduling and preparation of relevant materials and offer logistical support on the day.
- To provide the highest levels of support and information to the Principal (or appropriate parties) throughout the process, including specific information on advertising and recruitment timescales.
- To draft adverts for the positions you are advertising, ensuring they are well-written, engaging and following brand guidelines.
- To obtain quotes and post adverts and marketing materials on the various job boards and recruitment media channels in a timely and accurate fashion, ensuring the best possible exposure for vacancies.
- To post vacancies on the Academy websites.
- To speak to prospective and active candidates, creating a positive first impression and ensuring that all requests for recruitment packs and other general queries are responded to swiftly and professionally.
- With guidance from the Principals (or appropriate parties), to coordinate interview set-up including finalising the schedule, calling candidates, sending invites and liaising with managers to ensure that all paperwork is sent prior to interview.
- On the day of interviews, to take copies of candidates' qualifications, right to work and DBS check documentation, ensuring appropriate accuracy and storage.
- To ensure all applicants are informed of the progress of their application either by phone or in writing.
- To ensure compliance with Oasis Community Learning's Recruitment and Selection Policy and Procedure at all times with a particular emphasis on safer recruitment.

Onboarding, Contracts and New Starter Administration

- To send out reference requests for all shortlisted candidates, chasing responses and passing on to the relevant hiring/recruiting manager.



- To facilitate completion of DBS disclosures and other statutory recruitment checks including overseas police checks and NCTL.
- In line with policy and legislation, to undertake electronic Barred List Checks, Management checks, Teacher Registration and Prohibition Checks and Disclosure and Barring Service checks across Oasis Community Learning.
- Following role acceptance send required paperwork to every new starter and ensure that all paperwork is returned along with all necessary evidence such that a personnel file can be produced before appointment commences.
- To support with the administration of pre-employment health assessments for newly appointed staff.
- To obtain checks for consultants, agency staff and casual staff in accordance with OCL Policy and record as required.
- To enter all relevant information into Midland iTrent for new starters, preparing and dispatching employment contracts and ensuring timely signature and return by individuals.

Team

- Provide support to the administration team, ensure clear and high expectations of professionalism, appropriate standards of behaviour, performance and customer care are demonstrated at all times.
- Promote and maintain an effective operation, provide cover for absence as required.
- Encourage a safe working and positive environment for the Academy administrative team.
- As above, encourage sharing of best practice, ideas and support of each other to enhance our productivity; assist the capability of our team to deal with the demands on the Academy office.
- Any other tasks as requested by line manager and in line with role

Safeguarding children and young people

Oasis Academy South Bank is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	

Person Specification

Our Purpose

Oasis Academies exist to provide a rich and balanced educational environment which caters for the whole Person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent People.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ● A good level of English and Maths 	
Vision and Values Alignment	<ul style="list-style-type: none"> ● Commitment to the belief that all young people, regardless of starting point, need or complexity will become employed in a career with prospects ● Wholehearted belief and commitment that good grades are achievable by all students with the correct culture, curriculum and intervention ● Wholehearted belief that ability or intellect is not fixed, but incremental, and can always be improved ● Common shared understanding that the following core values are crucial to the success of a student: <ul style="list-style-type: none"> ○ S-Scholarship ○ T-Transformation ○ A-Aspiration ○ I-Inclusion ○ R-Resilience ○ S-Social Responsibility 	

<p>Experience, Skills & Knowledge</p>	<ul style="list-style-type: none"> ● Experience of working as part of an administration team in a professional environment ● Flexible and willing to take on a variety of roles outside of JD ● Self-Starter and proactive ● Adaptable and flexible ● Experience of working with Microsoft Office in particular Excel ● Willingness to work under pressure and meet quick time deadlines 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> ● Self-starter and self-motivated to proactively implement areas of the Academy development in line with the strategic development plan ● Excellent oral and written communication skills ● Ability to be flexible and willingness to take on innovations and roles ● Ability to organise workload, prioritise, meet deadlines and follow tasks to successful conclusion ● Ability to set and meet ambitious, challenging goals and targets ● Commitment to safeguarding and promoting the welfare of children and young people ● Willingness to undergo appropriate checks, including enhanced DBS checks ● Motivation to work with children and young people ● Ability to diffuse conflict where necessary ● Ability to form and maintain appropriate 	<ul style="list-style-type: none"> ● Desire to play a wider role in school improvement ● Ability to anticipate problems and solve them creatively

	<p>relationships and personal boundaries with children and young people</p> <ul style="list-style-type: none">• Able to deal with sensitive information in a confidential manner• Adaptable and flexible• Excellent personal presentation• Optimism and ambition	
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