



Academies
Enterprise Trust
To make our best better

CANDIDATE INFORMATION PACK



March 2018

Dear Candidate

Thank you for your interest in joining Academies Enterprise Trust.

We were established in 2008 and are now a network of 64 secondary, primary and special academies across England. We are passionately committed to inspiring children and young people.

Over the last year, with a new Chair and Chief Executive, AET has changed significantly as an organisation. We firmly believe that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment. We want our schools to have the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students perform at a world class level by developing world class teachers in a world class community.

If you want to play a part in delivering this vision then we would be very excited to hear from you!

The AET Talent Team

Job Description

Job Title: HR/Payroll Data Analyst

Location: Gateshead

Hours of work: 37 hours per week

Reports to: Payroll & Pensions Project Manager

Purpose of the Role:

To support the Payroll & Pensions Project Manager and project team in the implementation and on-going data entry into the iTrent HR/Payroll system, centrally and to its Academies.

Responsibilities:

1. Contribute to the HR and Payroll system project by: -
 - Support Academies by entering data into the System e.g. starters, leavers, changes etc
 - Maintain Google Forms and Google Drive to enable data storage
 - To be a first point of contact for nominated academy queries
 - To assist with the implementation where necessary
 - Liaise directly with Academies to ensure data integrity
 - Provide support to Academies throughout the migration stage
 - Provide refresher training following any updates and new access to the system as and when required
 - User acceptance testing where required
 - Maintaining global tables
 - Maintaining user profiles
 - Set up new posts and positions within iTrent where required
 - Carry out data checks as required
 - Support Academies staff with the use of Employee Self Service
2. Support Academies using the system and maintaining their confidential data
3. Maintain confidentiality of all data and Academies Enterprise Trust and Academies security at all times
4. Update the Comms Portal page with relevant iTrent information

5. UAT testing after system upgrade
6. The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the Academies Enterprise Trust at the reasonable discretion of the Chief Executive Officer.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder will deal with sensitive material and should maintain confidentiality in all Academy related matters

Person specification

Job Title: HR/Payroll Data Analyst

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • GSCE Maths and English (A – C) or equivalent 	<ul style="list-style-type: none"> • 2 A Levels or equivalent Level 3 qualification
Knowledge/Experience	Specific knowledge/experience required for the role	<ul style="list-style-type: none"> • Experience of handling confidential data • Experience of analysing/reconciling data sets • Intermediate EXCEL or equivalent 	<ul style="list-style-type: none"> • Recent experience of iTrent or relevant system • Experience of HR/Payroll systems • Experience of Payroll legislation
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> • N/a 	<ul style="list-style-type: none"> •
	Forward and strategic planning	<ul style="list-style-type: none"> • Good forward thinking 	<ul style="list-style-type: none"> •
	Budget (size and responsibilities)	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> •
	Abilities	<ul style="list-style-type: none"> • Ability to use Microsoft Office or Google Chrome applications • Ability to travel • Ability to 	<ul style="list-style-type: none"> •

		<p>communicate effectively at all levels</p> <ul style="list-style-type: none"> • Ability to organise and prioritise own workload • Proven ability to meet deadlines • Good interpersonal skills • Good Analytical skills • Ability to produce and understand statistical data • Ability to respond well to a changing environment • Data accuracy • Good concentration levels • Work effectively as part of a team 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • Strong interpersonal skills, • Ability to problem-solve • Good prioritisation skills • Self-organised • Proact 	•

		<div>ive team player</div> <ul style="list-style-type: none"> • Ability to work unsupervised 	
Special Requirements		<ul style="list-style-type: none"> • Successful candidates will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people • Ability to travel as required 	<ul style="list-style-type: none"> •

Academies Enterprise Trust

Academies Enterprise Trust is the largest Academy Partnership in the United Kingdom, with 63 schools (Primary, Secondary and Special) across England.

Click [here](#) to view a map of our Academies across the country.

We believe that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

Ethos Statement

Every young person deserves the opportunity to have a life that can be described as 'good quality', free from fear and danger, where they can give and receive respect to and from others with a sense of well-being, belonging, worth and achievement.

AET academies will become High Performing Organisations and, therefore, must be the:

- Education provider of choice for students.
- Employer of choice for staff.
- Investment of choice for parents.

Values and Beliefs

Through our actions and behaviours we will strive to develop young people who:

- Respect themselves and the community (people, property and the environment), and seek to have a positive impact on society;
- Are polite, calm, caring, honest, trustworthy and helpful;
- Are responsible, independent and supportive of each other;
- Are tolerant, open minded and not prejudiced;
- Are determined and have a strong work ethic;
- Will be thoughtful and compassionate with the ability to listen and challenge in a considerate fashion;
- Have good communication skills;
- Offer themselves as good role models for future generations of learners and citizens;
- Can demonstrate strong self-belief and confidence and have high aspirations;
- Are team players who can work and support others, and where necessary are able to take on leadership roles.

Learning and development

We welcome colleagues who drive their own professional development and who consider themselves lifelong learners. To encourage this we offer a professional learning journey which can be tailored to your individual needs. We provide experiences, social learning and formal programmes that will enable you to develop new skills, and to work, collaborate, learn and develop with colleagues across our large network.

Your journey will be accessible through the knowledge exchange to enable you to be responsible for your own learning and development. You will have access to the market place, resources and online communities to share good practice and be part of the vast learning opportunities across our network .

We are the largest network of academies in England allowing you to develop your skills, knowledge and expertise in a variety of different settings and locations across the country.

Our journey is designed to create a clear career pathway from induction, to statutory/core development, supporting further development, talent management and career progression. We will support you in achieving excellence together and stretch your learning and development to have greatest impact across our network.



Google for Education

Google for Education is an exciting and innovative way of learning, introducing easy tools to engage students whenever, wherever on any device!

In summer 2012, AET adopted G Suite for Education, the free web-based communication and collaboration suite available to education establishments.

With products including Gmail, Google Calendar, Google Drive, Google Sites and Google Classroom, AET recognised the potential it would bring to classroom learning, knowledge sharing across the academies, improvements in administrative efficiency and providing access from home for all.

This enables all our students and staff to have access to the most up-to-date technology. Our academies have also rolled out many class sets of Google Chromebooks, affordable browser-based laptops that provide quick, simple access to the web!

The latest innovation in an increasing number of our academies includes access to Chromebook Flip for all teachers with the ability to cast the screen from anywhere to the large format screen at the front of the classroom. Where students have access to Chromebooks, teachers can also allow students to cast their work to the screen as well to support with peer assessment, group projects and collaborative working!



Staff Benefits

Career Development

- Apprenticeships
- Financial Support towards achieving further Qualifications
- Leadership Programmes
- Progression Opportunities
- Teacher Training Programmes

Family Friendly

- Childcare vouchers – If you are using registered or approved childcare, you can choose to take part of your salary in childcare vouchers to pay for it which are Tax and National Insurance free. This means you get extra value from your pay packet each month.

Financial

- JTRS Apple Product Store—Employees, students and families are eligible to purchase a range of Apple products at preferential terms.
- EAG Essex Auto Group –Employees are eligible to receive preferential terms on the purchase of new vehicles within the EAG range of vehicle bands they offer. EAG also offer vehicle servicing and repairs, and hold an agency with Motability for those who require a vehicle to their specific disability needs.
- Pension

Health and Wellbeing

- Hi-Tec Sport – Hi-Tec offer staff, students, and parents of the Group a discount on all footwear purchased directly from Hi-Tec via its online store.
- Westfield Health – The Group has enjoyed a business partnership with Westfield Health since 2008, which offers an opportunity to obtain cash back for eligible employee's routine health needs. The scheme provides an excellent range of benefits for you and your dependent children.

Academies Enterprise Trust, Safe Recruitment Procedure

Academies Enterprise Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure and Barring Service

A Disclosure and Barring Service Certificate will be required for all posts.

Shortlisting

Only those candidates meeting the right criteria will be short listed.

Interview

1. Those shortlisted will take part in an in-depth interview process.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 3 months). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy/trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safe guarding and relationships with pupils.

Equal Opportunities

Academies Enterprise Trust recognises the value of, and seeks to achieve, a diverse workforce which includes people from differing backgrounds with different skills and abilities. AET takes positive steps to create an employment culture through its Board of Governors, managers and other employees, in which people can feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community and others connected with it. AET is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

Data Protection

Personal data provided on your application, and for equal opportunities monitoring, is required to enable Academies Enterprise Trust to operate and monitor its recruitment and employment procedures. Data is kept secure and accurate, and disclosure is restricted to those people within the organisation who have a need to access it.

Personal data supplied by you is destroyed within prescribed time limits, unless you are appointed, in which case the data you have supplied will form the basis for your individual staff record.