



Recruitment Pack

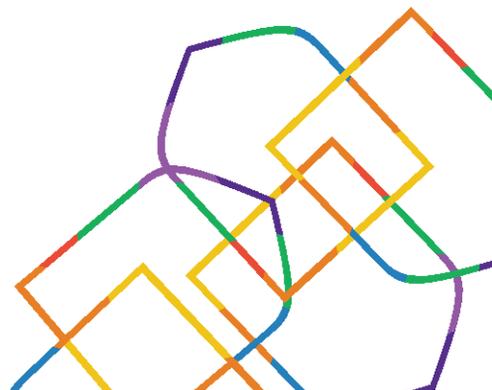
Payroll Assistant

Permanent, Full Time, All Year Round

Salary: Support Grade 6, Points 7-12

Actual Salary: £24,293 - £26,421 per annum

Start Date: March 2024





Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer excellent teaching and learning and exceptional personal support in an inclusive, faith based environment.



I became a teacher because I believe in equal opportunities for everyone. I also believe that every child has the right to a great education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our aim is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic Trust.

Sian Hampton, CEO



Our Story

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, Bluecoat Bentinck Primary School, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Academy, Alvaston Moor Academy, Bluecoat Trent Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

We are in a period of growth which is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate about creating a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.



Working Together. Transforming Lives.

In 1706 St Mary's Church on High Pavement opened its doors to the poor children of Nottingham. Under the archway of the porch the 'principal design of the school was to train poor children in the knowledge of God and religion, as taught in the Church of England'. This was the start of Church of England education in Nottingham and that education has been carried on with the setting up of the Bluecoat and Emmanuel schools at secondary level, and the many primary schools within and around the City of Nottingham and Nottinghamshire.

Greycoat School, as it was initially known, and then latterly Bluecoat School played an important civic role during its growth and development. It moved to many sites and there was even a road named after it near the Victoria Shopping Centre. During the 1970s Bluecoat School moved to its Aspley Lane site.

In 2003 Bluecoat was asked to take over the running of the school that was being closed at Wollaton Park. The Margaret Glenn Bott School shut its doors in the summer of 2003 and was re-opened in the autumn as Bluecoat Wollaton Park site. Within 5 years the first students at Wollaton Park had achieved record examination results and transformed the learning of young people in the area. Bluecoat Wollaton received funding through wave 5 of Building Schools for the Future and a new set of buildings cemented its place as a successful and happy school for 750 students aged 11-16.

In 2012 Bluecoat School became an Academy. In 2014 Bluecoat became a Multi Academy Trust, sponsoring a local school and helping it move from its Ofsted judgment of inadequate to good in February 2017, a transformation that took place in less than 3 years. The sponsorship of Bluecoat Beechdale Academy enabled staff from across the Trust to work together in order to support students across the family of schools.

In 2015 Bluecoat Academy opened its own 420 place Primary school, representing further growth for the Trust and creating a learning experience based upon Christian faith and values for children aged 4-11 in the City of Nottingham.

The overriding vision of the Trust is to support young people who are struggling to be successful, and to ensure they have the best possible education opportunities. The Trust is committed to 'the transformational power of education' coupled with collaborative school to school support.

OUR MISSION

We are fully inclusive family of learners, providing nurture and an outstanding education experience for all to grow and flourish.

OUR VISION

To transform the lives of all through the power of working together.

OUR VALUES EXCELLENCE

We have unrelenting ambition for all. We are committed to the hard work and care that will deliver success, ensuring that no one is left behind.

COLLABORATION

We work together to achieve our common purpose of transforming lives. We achieve more together than we do alone.

INCLUSION

We embrace and value difference. Our varied backgrounds and experiences help to enrich us all. We champion the needs of all our young people.

OUR HISTORY

In 1706, beneath the Archway of St Mary's Church, our founders committed to educate the city's poorest children and lift them out of poverty.

OUR CHILDREN

We keep our children at the heart of every action and decision, embracing and celebrating their unique talents and needs.

OUR FAITH

We are proud to be a Church of England Trust, serving those of all Faiths and none with equal passion, care and devotion.

OUR CORNERSTONES: HOW WE LIVE OUR VALUES

EDUCATIONAL EXCELLENCE

We have exceptionally high expectations for all our pupils. Our knowledge-rich curriculum and Inspirational teaching prepares pupils to believe in their abilities, achieve excellent outcomes, maximise their potential and excel in the future.

INVEST IN OUR PEOPLE

We recruit and grow the best people. Through collaboration we lead, develop, challenge and support them to have the greatest positive impact on our children's education. We people to uphold our values and deliver on the mission of our Trust.

COURAGEOUSLY INCLUSIVE

Inclusion is at the heart of everything we do and every decision is made in the best interests of all. We relentlessly pursue equity of opportunity for all. Our children flourish regardless of background, learning need or starting point.

STRONG TRUST

We are financially and environmentally sustainable. Resilient and efficient infrastructure drives our educational excellence. Effective governance ensures our Trust is strong and drives school improvement.

Continuous Professional Learning (CPL)

Archway Learning Trust has a proud tradition of providing exemplary CPL for teaching colleagues and is becoming more inclusive in the training and development of colleagues in all education roles within the Trust, such as Pastoral, SEND and Safeguarding teams.

The diagram right aims to show the interconnectedness of the various elements of our CPL Programme for Education Colleagues for the year ahead. Each element will be explained further in the coming pages, but we hope it is clear that the elements work together to develop the skill and expertise of colleagues for their role and provides them with opportunities to develop and grow within their career at Archway.



Our Apprenticeship Levy

SPECIALIST SERVICES	
Training Programme	Level
Digital Marketer	3
Content Creator	3
IT Solutions Technician (Hardware/Software)	3
Laboratory Technician	3
Information Communications Technician	3

BUSINESS & PROFESSIONAL	
Training Programme	Level
Business Administrator	3
Team Leader or Supervisor	3
HR Support	3
Library, Information & Archive Services Assistant (LIAS)	3
School Business Professional	4
Operations or Departmental Manager	5

TEACHING, EARLY YEARS & SPORTS	
Training Programme	Level
Teaching Assistant	3
Teaching Assistant SEND Pathway	3
Sports Teaching Assistant	3
Early Years Educator	3
School Staff & Community Wellbeing Champion	3
Sports Coach	4
Higher Level Teaching Assistant	4
Higher Level Teaching Assistant SEND Pathway	4
Early Years Lead Practitioner	5
Children, Young People & Families Manager	5

Archway Learning Trust recognises that apprenticeships are an excellent way for individuals to further their learning and gain recognised qualifications whilst gaining employment experience. At the Trust we recognise that apprenticeship roles play a vital contribution to the running of each academy within our multi academy family.

Archway offer courses from LMP Education. Employees who want to progress their knowledge in their field and develop their career are able to enrol onto the course that LMP offer.

To see a full list of the 2023 courses offered by LMP, please follow this link - [Course Listing Apprenticeships 2023 \(lmp-group.co.uk\)](https://lmp-group.co.uk/Course-Listing-Apprenticeships-2023)



Explore your benefits



Here at Archway, we offer our employees a variety of benefits. From hundreds of shopping discounts to our cycle to work scheme and our generous pension scheme – we have lots to offer to our employees!

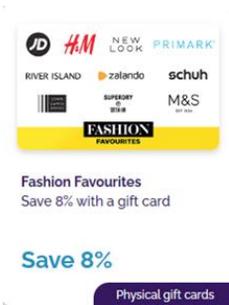
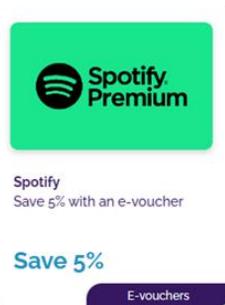


As well as our lifestyle savings, we also offer a wellbeing platform for our employees where employees are able to access expert help and support for life's ups and downs 24/7, 365 days a year!

Within this platform, employees are able to access resources, contact the 24/7 helpline, set fitness goals and take health assessments as well as access counselling services.



Archway also offer a very generous pension scheme with contributions of over 20% into employees pension pots!

 <p>Fashion Favourites Save 8% with a gift card</p> <p>Save 8%</p> <p>Physical gift cards</p>	 <p>Jet2Holidays Save 7% with an e-voucher</p> <p>Save 7%</p> <p>E-vouchers</p>	 <p>Lavish Spa & Beauty - High.. Save 10% with an e-voucher</p> <p>Save 10%</p> <p>E-vouchers</p>	 <p>Sky Sky TV and Netflix - for the best TV all in one place - for...</p> <p>Save 20%</p> <p>Discount code</p>	 <p>Fitbit Get 20% off the Fitbit product range with Code 'GOFIT'</p> <p>Save 20%</p> <p>Discount code</p>	 <p>Spotify Premium Save 5% with an e-voucher</p> <p>Save 5%</p> <p>E-vouchers</p>
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With lots more – Vivup has 350+ benefits to offer!

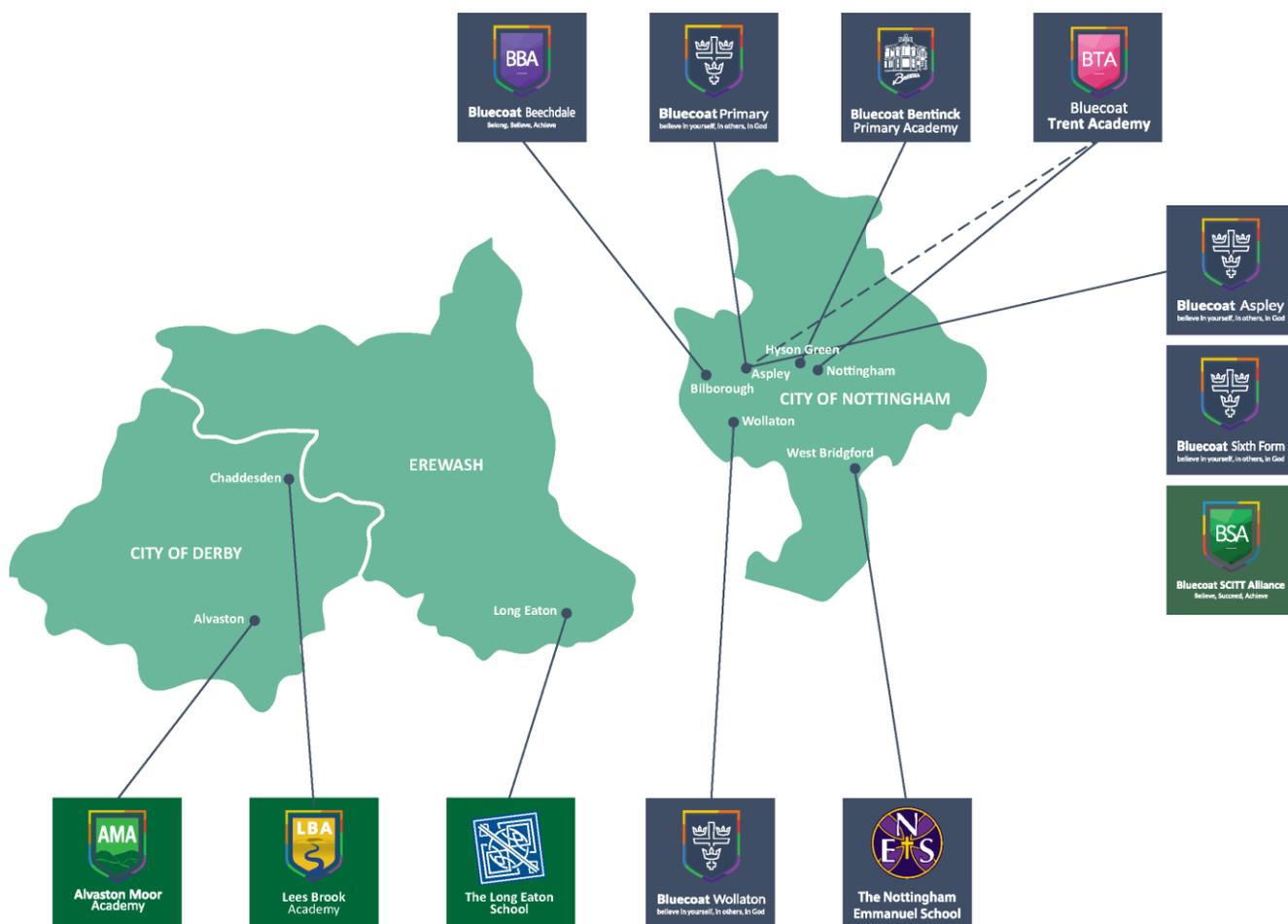
Other Archway benefits:

- ✓ Opportunities to develop new skills and progress your career.
- ✓ Access to discounted travel schemes
- ✓ Comprehensive training and support
- ✓ Employee Assistant Programme (EAP)
- ✓ Self help books
- ✓ Eye care voucher scheme
- ✓ Free flu vaccine
- ✓ Access to e-learning and development

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)
- Online Searches

Our School Locations





Stuart Anderson - Deputy CEO (DCEO)

Stuart joined Archway in 2015 and has worked in a number of senior roles for the Trust including Principal, Executive Head teacher and Regional Director prior to becoming DCEO. He has direct responsibility for a number of schools in the Trust but also in the strategic leadership of standards, quality enhancement and delivering the Trust's strategic vision. As Principal, Stuart led Bluecoat Wollaton to attain exceptionally highly. The school secured an 'Outstanding' Ofsted grade in 2018 in its first inspection, officially became a 'World Class' School in 2020 and was recognised as 'Excellent' in its SIAMS Church Inspection in 2021.



Michelle Walshe – Chief Corporate Services Officer (CCSO)

Michelle is our Chief Corporate Services Officer with responsibility for all aspects of our Governance and corporate compliance. She also oversees marketing and communications, academy services and is the Trust's DPO. Michelle has over 20 years' experience in the education sector and has previously led and managed the admissions and appeals activity across the Trust as well as deliver process improvement and effective people management of large teams.



Nathan Jeremiah – Chief Operations Officer (COO)

Nathan has over thirteen years' experience in the education sector, having worked in a variety of management and leadership roles and brings significant sector experience to the Trust drawn from his work with the Department for Education and consultancy support with trusts nationally. Nathan's leadership of operational matters at Archway focusses on efficient and effective IT, Estates, Health & Safety, Cleaning, Catering PFI, Capital Development and Major Projects services across our family of academies.



Kirsty Woolls – Chief People Officer (CPO)

Kirsty joined our Trust in January 2022 and previously worked as HR Director in a large Multi-Academy Trust with 21 schools located across 10 local authorities. Kirsty has worked in Human Resources in the Education sector for almost 20 years.

She holds a CIPD L7 Postgraduate qualification in Human Resource Management and brings to our Trust a wealth of experience in implementing people related strategies, change management projects, employment legislation, recruitment and retention and many other areas of HR practice and expertise.



Stuart Bird – Chief Finance Officer (CFO)

Stuart joined our Trust in October 2022 and has spent the last ten years in senior finance director positions across the NHS where he says the challenges are "remarkably similar" to education. Stuart has also worked in finance and operational directorship roles for a number of successful businesses in the private sector, including financial services, nursing and residential care. He is a Chartered Accountant and is well versed in building and delivering a strong finance team that provides an excellent service to the organisation it supports.



Dave Taylor – Director of Teaching and Learning

As Director of Education, Dave is responsible for the Quality of Education, Continuous Professional Learning (CPL) and the Quality Assurance of Teaching and Learning. Dave leads the Central Education Team and the Implementation Group, which comprises local VPs and APs for Teaching and Learning. Dave's main educational passion is to ensure children improve their reading and he is the main architect of the Trust's driving improvement priority 'Every child in an Archway school will become a fluent reader'.

Join us as part of the central HR and Payroll team, led by an experienced Chief People Officer, and supporting over 1400 employees across ten schools in Nottingham and Derby. Payroll is valued at the highest levels in the Trust and we have high expectations for service standards.

The Payroll Assistant plays an integral part in processing the Trust's payroll. Reporting to the HR and Payroll Operations Manager and working closely with the wider HR team you will ensure that any payroll changes are processed in a timely and accurate manner. You will liaise with academy leaders and our payroll bureau to ensure staff are paid accurately and on time, ensuring that all pay and pension queries are dealt with effectively.

Candidates will have GCSE English and Maths at a minimum grade C or equivalent coupled with experience of delivering a high quality, responsive payroll administration service. You will also have up to date knowledge of payroll Law and rules and the practical application of it. Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

The post holder will be based in the HR team which is currently at Bluecoat Beechdale Academy but will be moving to a newly refurbished support services office in September 2024 based at Bluecoat Aspley. You may be required at times to travel to the other sites which make up Archway Learning Trust..



Applications

For more information about Archway Learning Trust and the vacancy, please visit <https://www.archwaytrust.co.uk/vacancies/>. To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role. We reserve the right to close applications earlier than the advertised date.

Closing Date: 9am, Thursday 15th February 2024

Interview Date: Week Commencing 19th February 2024

If you have any queries, wish to discuss the role informally or undertake a visit to the Trust, please do not hesitate to contact us via email recruitment@archwaytrust.co.uk or telephone 0115 929 7445.

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from the HR Department within two weeks of the deadline, please assume that on this occasion your application has unfortunately not been successful.

POST TITLE:	Payroll Assistant
GRADE:	Support Grade 6
RESPONSIBLE TO:	HR & Payroll Operations Manager
RELATIONSHIPS WITH:	HR Colleagues Finance Team Academy Managers Principals Payroll Bureau Pensions Teams All employees

Introduction

The Payroll Assistant plays an integral part in processing the Trust's payroll. Working closely with Academy Leaders and the HR team you will ensure that any pay changes are processed in a timely and accurate manner. You will liaise with our academy leaders and payroll bureau to ensure staff are paid accurately, on time, every time.

The role also encompasses pensions, family leave, salary increases, and salary sacrifice schemes. As an integral part of the HR team for the Trust you will work flexibly to assist in wider HR administration and coordination as required.

Main Responsibilities

- Support the overall Christian ethos of the Trust.
- Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall aims of the Trust and Academy Improvement Plans
- To develop and implement own professional development and skills
- To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
- To demonstrate an excellent record of attendance and punctuality.
- Work cooperatively as part of the Trust wide staff team
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

Specific Responsibilities

- Process end-end payroll cycle in collaboration with the payroll bureau
- Gross to net calculations to assist with payroll queries
- Check payroll amendments on HR System including starters, contract variation and leavers
- Processing time sheets for casual staff and overtime claims
- Apprenticeship levy - in liaison with Finance ensuring that we claim any government incentive
- Process attachment of earnings
- Administer absence related pay deductions
- Assist with HMRC queries relating to tax codes and Student Loan notices
- Manage the payroll inbox, responding to employees in a timely and professional fashion
- Liaise with Teachers and Local Government pension schemes and administer returns and completed forms as appropriate, resolving any queries as they arise
- Process maternity, paternity and any other statutory payments and respond to queries raised
- Process support staff and teacher pay increases
- Administer and coordinate our workplace parking levy deductions from employees
- Liaising with HR Managers to process performance related pay increases for employees
- Process transactions relating to salary sacrifice schemes
- Upload weekly and monthly pension reports
- Deal with enquiries from employees, management and external contacts
- Maintain up to date and comprehensive guidance notes on payroll procedures
- Assist auditors as required
- Provide reports as required

Undertake such duties as may from time to time be reasonably assigned by the HR and Payroll Operations Manager and/or Chief People Officer.

General Notes

- These accountabilities are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Staff Conduct

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

Dress Code

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.

	<u>Essential</u>	<u>Desirable</u>
Qualifications	<ul style="list-style-type: none"> GCSE English and Maths at a minimum grade of C or equivalent Educated to A-level standard or demonstrable relevant work experience Chartered Institute for Payroll Professional qualification to minimum of level 3 or a willingness to undertake 	
Experience	<ul style="list-style-type: none"> Recent solid experience of administering a large computerised payroll Experience of delivering a high quality, responsive and supporting payroll administrative service in a fast paced environment Experience in resolving issues, managing time effectively and paying a large number of employees accurately Well developed IT skills including the use of internal systems for inputting and reporting, MS word and Excel to an advanced level, databases, mail merge and email 	<ul style="list-style-type: none"> Experience in payroll and pension role in the education sector
Knowledge and Understanding	<ul style="list-style-type: none"> Detailed knowledge and understanding of payroll systems, taxation, National Insurance and pension administration Good understanding of accounting principles and their application to payroll Knowledge of latest developments in payroll and pensions 	<ul style="list-style-type: none"> Knowledge and understanding of the education sector
Skills and Abilities	<ul style="list-style-type: none"> Knowledge of payroll laws, the practical application ability to understand and accurately process a variety of calculations Ability to manage competing priorities and take effective action to deal with these Ability to work on own initiative and to tight deadlines Excellent oral and written communication skills including the ability to write formal reports and letters to a high standard Ability to analyse and deal with complex situations, with skill and discretion Attention to detail, excellent time management and organisation skills 	<ul style="list-style-type: none"> Knowledge of payroll laws, the practical application and the impact this can have in an educational context Well-developed influencing skills to change practice via a collaborative approach

	<u>Essential</u>	<u>Desirable</u>
Personal Characteristics	<ul style="list-style-type: none"> • Confident, enthusiastic, motivated and passion for payroll and pensions • Ability to work as part of a team understanding trust roles and responsibilities and your own position within these • Commitment to equal opportunities, diversity and inclusion • Willingness to work within the Christian ethos of the Trust • Demonstrable commitment to delivering outstanding service • Flexible and organised approach to work • High levels of resilience and emotional maturity • Inquisitive nature with sound problem solving skills, judgement and initiative • Strong relationship building skills • High level of integrity • Commitment to safeguarding and a satisfactory Enhanced DBS check 	

