

THE  
SHARED  
LEARNING  
TRUST

# WHY WORK FOR THE SHARED LEARNING TRUST?

## ABOUT US

- At The Shared Learning Trust, we put our children at the heart of everything we do, to serve our local community
- You'll be working alongside a collaborative, forward thinking, friendly and supportive trust
- Unparalleled CPD opportunities with The National College catered to your development needs
- Excellent opportunities to develop and grow in a successful and expanding Trust
- Fantastic children with a wonderful desire to learn
- Employee of the month scheme, winning shopping vouchers
- Fantastic staff benefits that make a difference to your work-life balance
- 15% off annual membership for Active Luton Gym

## WE LOOK FORWARD TO HEARING FROM YOU

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on: <https://www.thesharedlearningtrust.org.uk/vacancies3/60982.html>

If you have any questions about our vacancies or would like to visit our trust, please contact **HR Recruitment, Jay Powell on 01582 211 226** or [j.powell@thesharedlearningtrust.org.uk](mailto:j.powell@thesharedlearningtrust.org.uk)

If you decide to apply, you should include a letter with your application form on no more than two sides of A4, giving your reasons to for applying for the post, addressing information you have read in the pack with particular reference to the person specification and outline any relevant experience you would bring to the trust. Please do not send a generic letter; we really are looking for someone who is prepared to respond to us as an individual trust. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it.

## SAFEGUARDING

"We believe in the safeguarding and welfare of children and expect all staff to share this view."

The academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.

The Department of Education (DfE) has set out statutory guidance 'Keeping Children Safe in Education' for schools and colleges on safeguarding.

Safeguarding is defined in paragraph 4 as: "Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes."

The definition of 'children' includes everyone under the age of 18.



# OUR LEADERSHIP

Firstly, let me start by thanking you for taking the time to read our information pack and allowing us the opportunity to tell you more about The Shared Learning Trust.

I first began working for The Shared Learning Trust as principal of The Stockwood Park Academy in 2009. Since then, the trust has grown from strength to strength, employing some 500 fantastic staff members who serve over 4000 children within our communities. It is my privilege to be CEO of our family of schools and work with each head of school to ensure the best possible education in their own academy.

Our ethos is simple; to build a collaborative partnership of academies and schools that will provide exceptional educational provisions, both in and outside the classroom for all our children. Our academies ensure students are supported, monitored and encouraged, ensuring that their learning experience will be challenging, rewarding and memorable. Students enjoy their time at our academies and give back to the wider community. They are role models and young leaders, who contribute to collegiate ethos with maturity.

## We aim to recruit staff who:

- Are excited by their role and by the prospect of working with young people, even those who are less motivated
- Love the processes of learning and teaching and are keen to continually develop their own skills
- Recognise that teaching can be a demanding job and are able to react positively to those demands
- Will subscribe to the ethos of the trust and 'go the extra mile' in terms of time and commitment to get the very best from our young people
- See break duty as an opportunity to talk to children
- Are quick to praise and slow to criticise and are not afraid to admit to seeing themselves as potential leaders of the future

I am conscious that this may be your first contact with our trust and first impressions are very important. I hope what you have read, coupled with anything else you discover about us, inspires you to apply for this post.

With best wishes, Cathy



Cathy Barr,  
CEO



# VISION & VALUES



## 'STRIVE, ACHIEVE, BELIEVE'

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve more than they ever thought possible. At The Shared Learning Trust, we will provide exceptional opportunities for all to be aspirational and develop a passion and excitement for learning! We will ensure our children, students and adults cultivate a strong self-belief so that they can flourish and develop into successful, well-rounded, self-respecting people. Our commitment to this vision can be demonstrated by our behaviours:

### STRIVE

We will:

- Provide a caring, nurturing environment where children and young adults feel happy, healthy and supported. Our academies will be places of safety, enabling pupils to develop courage, strong ambition and be the best that they can be
- Continue to work together to share innovative practice and to provide a wealth of opportunities for all pupils and staff
- Have a Cross-Trust focus on high achievement and standards, where children are supported to meet ambitious targets
- Focus on the development of all our staff through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression

### ACHIEVE

We will:

- Aspire to provide exceptional lessons and learning opportunities, incorporating effective use of new technologies, enabling our learners to be successful and innovative
- Share strong trust approaches to our key issues, e.g. teaching, assessment, attendance and curriculum development
- Offer an interesting yet challenging curriculum in each of our academies
- By our all-through education, guarantee excellent 2-19 provision, with clear progression routes for all
- Continue to expect good behaviour and conduct at all times, allowing all to make progress and achieve excellence
- Place emphasis on collaboration with partners outside of our trust to maximise opportunities for all in our trust

### BELIEVE

We will:

- Enable all of our learners to develop and flourish, through close working and regular communication with our families and local community
- Care for our families beyond the school day, supporting the development of high self-esteem and belief
- Ensure that every child in our trust reaches their full potential by providing exciting opportunities both inside and outside of the classroom
- Promote can-do attitudes and resilience across the trust that develop belief and high expectation

# STAFF BENEFITS

We offer a fantastic range of benefits across our trust, supporting our staff in a variety of ways. Ranging from an extensive **Wellbeing package**, to free tea and coffee, you can be reassured that we have your best interests at heart.



Staff social events, including 5-a-side football and BBQs



Free, onsite car parking at all academies



Reduced gym membership



Free eye test vouchers for all staff members



Cycle to work scheme



Support for all staff with an experienced licensed counsellor



Enhanced pension employer's contribution & death in service payment



Free tea & coffee plus a reusable Bamboo coffee cup for new starters



Support with relocation, including a range of information and contacts



Refer a friend £500 bonus scheme



Online delivery drop off service, including Amazon deliveries

## CAREER PROGRESSION

Offering all our colleagues the opportunity to progress and flourish within their careers is paramount at The Shared Learning Trust.

To continue our support for all members of our staff community, we have partnered with the Teacher Development Trust, offering our colleagues the opportunity to further their professional development by studying for specialist NPQs which are all completely funded.

We also offer CPD through The National College, offering a huge variety of CPD courses to all staff.



All colleagues have access to Perkbox, our Employee Benefits Programme, offering them a huge range of perks from vouchers, to free hot drinks or sausage rolls, from online gym classes to free online movies and a substantial **wellbeing package**.

When it's your birthday, you can also choose from a wide range of birthday boxes, complimentary of us!

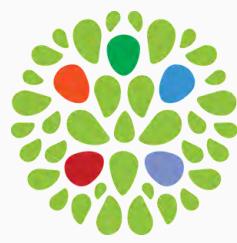


## MEDICAL

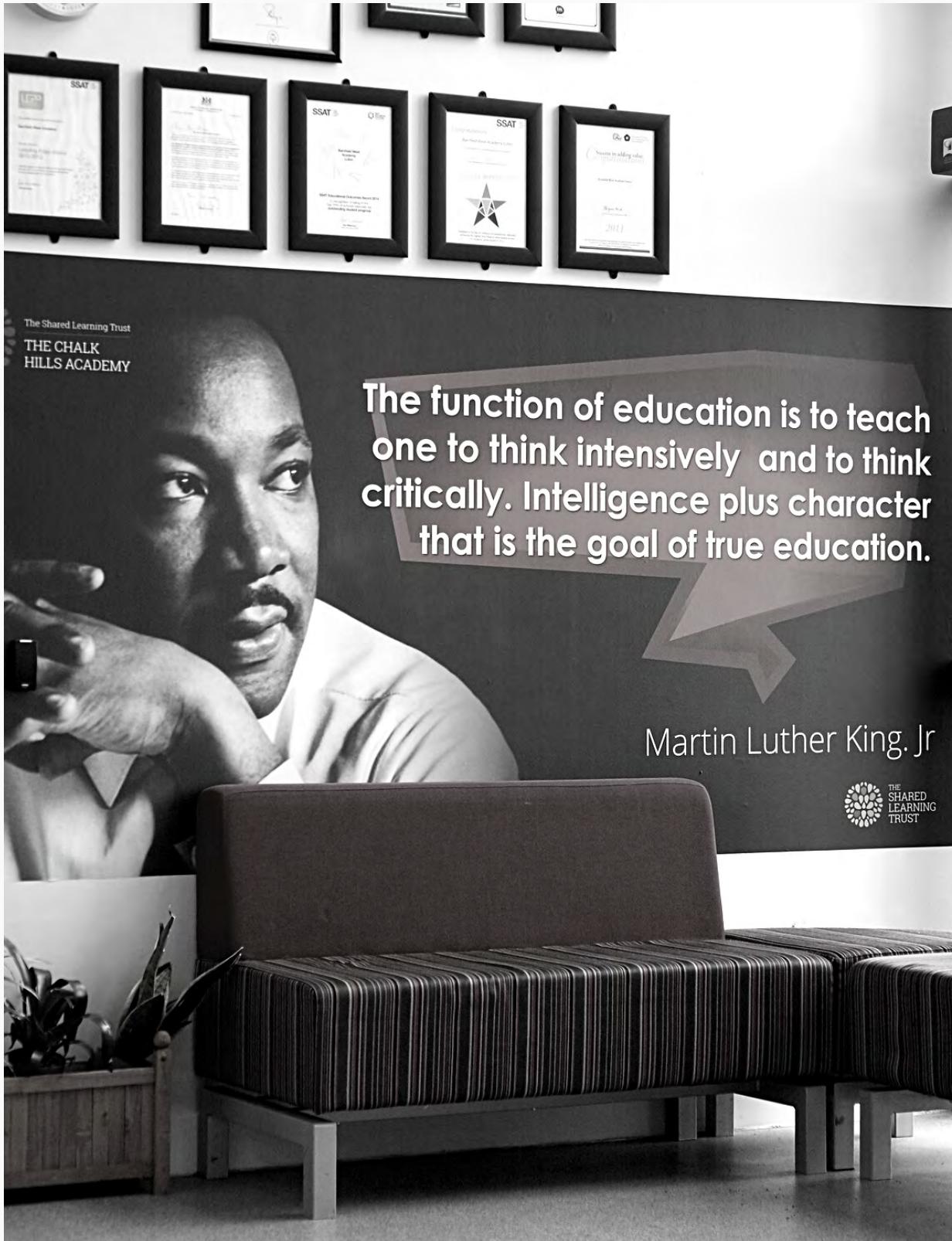
Perkbox also provides access to 24/7 access to GP appointments, confidential support and guidance through our Employee Assistance Programme.

Colleagues have access to a team of fully qualified counsellors and advisors, with support for a range of emotional, legal and financial issues, along with a **wellbeing portal**, full of resources and videos.

# RECRUITMENT BOOKLET



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SEE MORE AT

[WWW.THESHAREDLEARNINGTRUST.ORG.UK](http://WWW.THESHAREDLEARNINGTRUST.ORG.UK)



<b>Post</b>	Finance & Payroll Assistant
<b>Reporting to</b>	Payroll manager
<b>Salary</b>	NJC L3
<b>Hours</b>	Full time – 52 weeks
<b>Department</b>	Finance
<b>Location</b>	Primary base at The Vale Academy; however, you may be required to attend any of our academies where there is a need.

### **Purpose**

As the Payroll Assistant, you will play a key part in providing an accurate and timely payroll service for approx. 650 employees across 5 Academy schools, ensuring that deadlines are met for all payroll related activities. As the Finance assistant you will support the purchase ledger function for the Trust.

Reporting to the Financial Controller, the role will require the post-holder to have a high level of accuracy and attention to detail and have a flexible and adaptable approach to working.

### **Main Duties and Responsibilities**

You will be responsible for, and not limited to:

- Maintaining and updating employee payroll records, process new starters and leavers and manage contractual changes and process changes.
- Inputting of payroll data including SMP, SSP, child-care vouchers, timesheets and GAYE deductions.
- Ensuring that all documentation is received in a timely manner.
- Assist with the correct processing, administration and reporting for the Local Government Pension Scheme and Teachers Pension Scheme.
- Assisting the payroll manager in coordinating and managing the RTI payroll process for the academy trust in accordance with HM Revenue & Customs guidelines, Trust financial regulations and procedures.
- Assisting in processing of staff overtime claims in accordance with the financial regulations
- Assisting in the management of all statutory financial month end and year end procedures and returns including HM Revenue & Customs and the pension authorities.
- Assisting the payroll manager in liaising with HR staff regarding new appointments, terminations, and other relevant matters to ensure that staff costs are accurately recorded and managed.
- Resolve internal and external queries regarding payroll in a timely manner.

- Assisting the Payroll Manager in improving payroll processes where appropriate.
- Ad hoc work as required by the payroll manager.
- Processing purchase orders from requisitions, in accordance with our financial regulations, and distributing to suppliers.
- Processing purchase invoices.
- Processing staff expense claims.
- Processing purchase orders from requisitions, in accordance with our financial regulations, and distributing to suppliers.
- Supporting the Senior Finance Assistant.
- Assisting with annual external audit and answering queries on Purchase ledger and payroll

*This list is by no means exhaustive; it is more of a guide of expected duties. The post holder may therefore be directed by the Financial Controller and the Finance Director to undertake any other duties commensurate with this role.*

## PERSON SPECIFICATION

	Essential	Desirable
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS		
GCSE English and Maths grades A-C or equivalent	√	
A Levels		√
Hold or be studying for a finance/business related qualification		√
EXPERIENCE		
Payroll experience within a school or similar environment.	√	
Experience with payroll packages.		√
Financial experience within a school or similar environment.	√	
SKILLS/KNOWLEDGE/ABILITIES		
High level of accuracy and attention to detail	√	
To be a self-starter, able to work on own initiative and use own judgement to problem solve.	√	
Excellent verbal and written communication skills	√	
Be able to work as part of a team	√	
Excellent organisation and planning skills	√	
Ability to prioritise work load and meet deadlines.	√	
Good level of understanding of Microsoft Excel and Word	√	
Ability to work under pressure and to deadlines with a common-sense approach	√	
OTHER		
To have a flexible and can-do approach to work, including the need to travel between sites and occasional evening / weekend work	√	
A commitment to the aims and values of The Shared Learning Trust	√	
A commitment to own and others professional development.	√	

A commitment to maintaining the highest professional standards at all times.

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