



Inspire Education Trust

Together we achieve, individually we grow

RECRUITMENT PACK

HR and Payroll Coordinator





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WELCOME FROM OUR CEO



It is my pleasure to welcome you to Inspire Education Trust.

At Inspire Education Trust we are passionate about making a difference to the lives of our pupils. They are at the heart of everything we do, and we strive to inspire all learners, and want all our schools to be the best they can be and for each and every child, to discover the skills, abilities, talents and interests that lie within them.

We believe in working in partnership, enabling us to ensure all children and pupils achieve their full potential. Our schools know the impact that working collaboratively can bring.

Our schools have a desire to question, change and innovate to ensure that what they provide enables our children to become successful learners, confident individuals and responsible citizens.

At the same time, we recognise the importance for each school to retain and promote their individual identity. Every school has its own context and challenges. This is why we encourage our member schools to lead and manage in a way that preserves that individual identity and responds to the specific needs of their children and community.

The combination of autonomy and collaboration across key areas of leadership and management, underpinned by shared values and best practice is what makes our schools special.

Lois Whitehouse – CEO

HEAD OF HR



We are excited to be recruiting to this new position in the HR team as we expand our HR shared services following recent Trust growth to serve 8 schools comprising 700+ employees. The work of the HR team underpins our Trust people strategy and vision to become the employer of choice.

Whilst we have centralised aspects of transactional HR, payroll and recruitment already, we will now be taking a further step to distribute more of this work away from busy school offices and into the central HR team. Moreover, we implemented a trust-wide HR system at the beginning of this academic year to modernise our HR operations.

The HR and Payroll coordinator will be a key enabler for the next phase of our centralised service model and will be required to review, shape and deliver a wide range of HR, Payroll and Recruitment administrative processes to ensure the best possible services for our schools and central team.



We pride ourselves on being a people-centric HR function and as such, the HR and Payroll Coordinator will be required to travel from time to time to our schools and central office in Coventry and surrounding areas (Warwickshire).

Existing experience in a HR or payroll administration role is essential. Equally important is that your values align to ours, and you are an individual who is looking for a busy yet rewarding role where you can make an impact on the working lives of our colleagues and in turn, benefit the pupils of Coventry and Warwickshire.

If you are a HR or Payroll professional seeking a new challenge and your values align to ours, I encourage you to read on and apply!

ABOUT THE ROLE

Post Title	HR and Payroll Coordinator
Salary Range	Support Staff Grade 5 £26,421 - £32,076
Reporting to	Head of HR
Status	Full time, permanent, all year round
Flexibility	Hybrid working and flexible working hours available.

Job Purpose:

The HR and Payroll Coordinator will provide outstanding HR services to the Trust central team and support all schools with the delivery of an efficient and robust HR and Payroll administration service, processing a range of HR and Payroll administrative tasks around the whole employee lifecycle from recruitment to retirement. The HR and Payroll coordinator will be responsible for delivering, shaping and improving the Trust's HR and payroll services across the organisation. The postholder will be required to travel to different schools in Coventry and Warwickshire.

Main Duties and Responsibilities:

Payroll

- Take a leading role in processing monthly payroll changes including but not limited to: starters, leavers, overtime, sickness, variations and family leave, ensuring accurate and robust record keeping
- Conduct independent checks of payroll information completed by other payroll processors in the Trust
- Conduct routine payroll and HRIS data comparison checks to ensure consistency and accuracy of personnel information across the Trust



- Process changes to pay for salary sacrifice and benefit schemes including childcare vouchers
- Support the HR team with the production of annual salary and benefits statements to staff
- Work with the HR team to develop the Trust's payroll procedures and act as a key contact between the Trust and the payroll bureau

Recruitment and Selection:

- Support the Head of HR with the coordination of weekly staffing requisitions;
- Place job vacancies using the applicant tracking system and provide an effective service to candidates and school/Trust leaders;
- Support Trust leaders with the coordination of trust-wide recruitment, selection, onboarding and new staff induction
- Support line managers with conducting online shortlisting and ensure this is recorded for all vacancies;
- Ensure recruitment and selection compliance checks are performed at all stages of the process in accordance with KCSIE;
- Develop panel packs for interview panelists and support with any other planning and administrative arrangements for interview and selection activities;
- Maintain a central collection of job adverts, interview questions, job descriptions and person specifications to ensure consistency and to support others in the Trust with recruitment activities.

Single Central Record

- Maintain the Trust letter of assurance and routinely share with Headteachers and Office Managers;
- Support the HR team with any actions arising from academy single central record reviews;
- Ensure all new starters, volunteers, contractors, directors and agency staff are inputted onto the IET single central record in an accurate and timely manner ensuring strict adherence to KCSIE;
- Maintain compliant personnel records for the central team with all necessary information for safer recruitment purposes.

HR Data and Reporting:

- Input changes to staffing personnel starters, leavers, variations and pay changes onto the Trust's payroll and HR information systems
- Ensure leavers are offered an exit interview and leaver questionnaire data is collected for analysis;
- Support the Head of HR with the execution of trust-wide staff surveys including the annual staff wellbeing and culture survey;
- Ensure HR, payroll and staffing data is valid, accurate and consistently formatted across the Trust;
- Support the Head of HR with the completion of statutory returns including employment surveys, pension and other regulatory body returns
- Keep staffing records up to date on the Trust's HRIS; report, analyse and present HR data as directed by the Head of HR
- Sickness Absence Management (Central and Secondary):



- Support the HR Business partnering team with the completion of occupational Health referrals and follow up completion of self-certifications;
- Monitor sickness absence data across the Trust and report on any patterns or concerns;

HR Administration:

- Act as a key contact for school office managers and headteachers, coordinating all aspects of transactional HR, Payroll and Recruitment activity in the Trust
- Produce statement of particulars, contracts of employment, family leave letters and variations for staff and ensure salary and personal information changes are actioned through the payroll bureau;
- Take minutes at formal meetings such as disciplinary, grievance, sickness absence and capability hearings;
- Keep up to date a central collection of template letters, forms and guidance.
- Maintain staffing records and personnel files in accordance with Trust procedures, KCSIE and the Trust's data retention schedule

Other Responsibilities:

- To carry out any other duties as directed by the Head of HR or CEO that are within the scope, purpose and spirit of the role;
- Attend regular training as required by the Trust, and other optional relevant CPD to develop good practice.

Safeguarding and Child Protection

- Knows what to do if they have concerns about a child
- Takes on the responsibility for providing a safe environment and promoting children's welfare
- Undertakes regular safeguarding and child protection training
- Familiarises themselves with Keeping Children Safe in Education part 1 (KCSIE) and local policies and procedures as directed by the trust/academy

Other

- Carries out any other duties as directed by the Head of HR that are within the scope, purpose, and spirit of the role
- Attends regular continuing professional development (CPD) as required by the school, and other optional relevant CPD to develop good practice
- Proactively takes steps to ensure their mental health and wellbeing is protected, seeking further support if appropriate



ABOUT INSPIRE EDUCATION TRUST

Inspire Education Trust is an Multi Academy Trust that grew from a shared belief that children deserve a first-class education, so that each child and student understands what they are capable of, and what talents they have, and strives for excellence in themselves to succeed in the next stage of their education and the world of work.



Inspire Education Trust

Together we achieve, individually we grow

We understand that every member of our staff is here for the best interest of our children. With them, we want to ensure that every child is valued and that the unique identity of each of our schools is protected, celebrated, and recognised for the contribution it makes to ensuring our pupils have the best education and experiences.

Inspire Education Trust is made up of 8 schools.

- Arley Primary School, New Arley, Warwickshire (2024)
- Blue Coat Church of England School & Music College, Stoke, Coventry (2020)
- Clifford Bridge Academy, Binley, Coventry (2015)
- Frederick Bird Primary School, Hillfields, Coventry (2024)
- Hearsall Community Academy, Earlsdon, Coventry (2017)
- Stockingford Academy, Nuneaton, Warwickshire (2019)
- Walsgrave Church of England Academy, Walsgrave, Coventry (2015)
- Whittle Academy, Walsgrave, Coventry (2015)

Our Trust Motto encapsulates the beliefs and ideals of our family of schools.

"Together we achieve, individually we grow"

OUR TRUST

- Arley Primary Academy
- Blue Coat Church of England School & Music College
- Clifford Bridge Academy
- Frederick Bird Academy
- Hearsall Community Academy
- Stockingford Academy
- Walsgrave Church of England Academy
- Whittle Academy

KEY FACTS AT A GLANCE

7 PRIMARIES & 1 SECONDARY

MIXED MAT – 2 CHURCH OF ENGLAND SCHOOLS

3,800 PUPILS AS OF JAN 2024

709 STAFF

OPERATING OVER 2 LOCAL AUTHORITIES

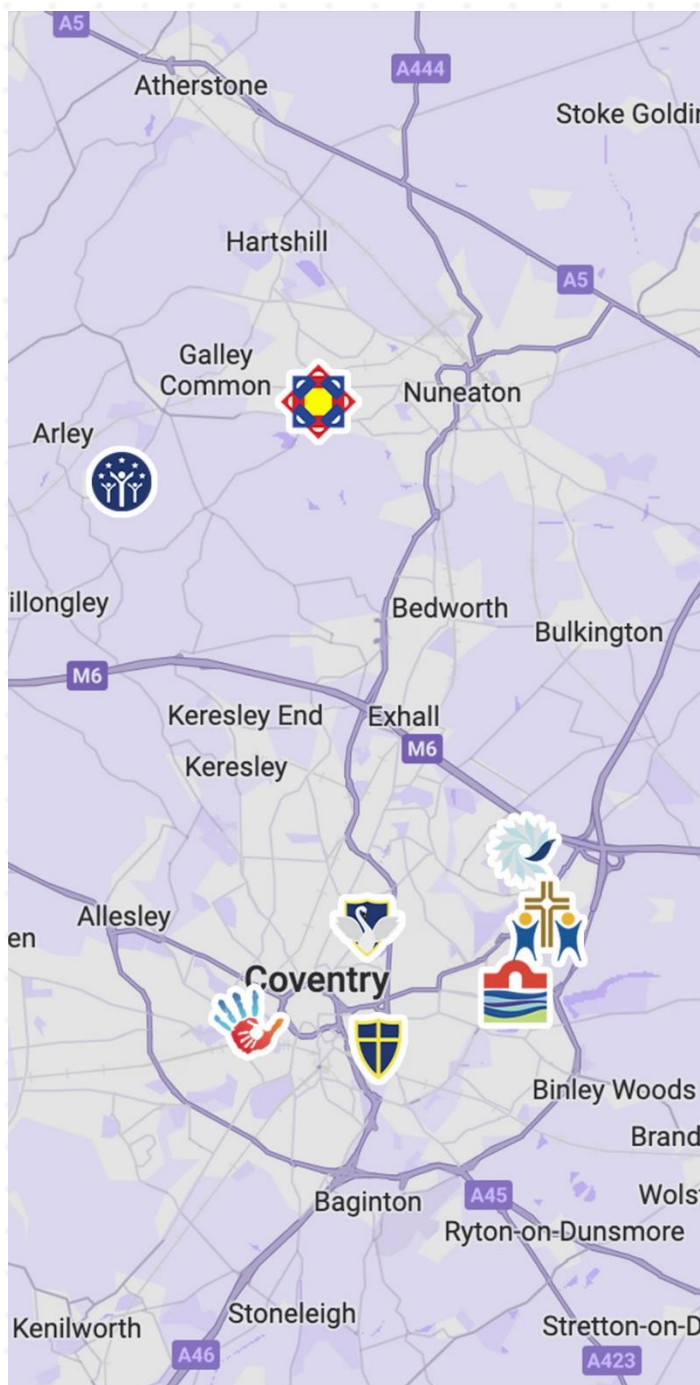


The mission statement for our Trust is “Together we achieve, individually we grow’. We aim to ensure that our academies will provide an **environment which is welcoming, caring and purposeful**, where we will encourage our pupils to be the best they can be, whilst supporting them pastorally and helping them develop socially. We want our children to enjoy school, have fun and develop a love of learning.

We have a **Board of Directors** and **Members** who hold the schools to account and work closely with the Local Governing Bodies of each school who support and challenge the outcomes and quality of teaching and learning. We have **strong links** with the **Coventry Diocesan Board of Education** reflecting the church status of our faith schools, Blue Coat School and Music College and Walsgrave Church of England Academy.

As schools, we are committed to sharing the good practice that exists in all the schools and we have numerous opportunities for **joint training days** and **shared professional development** for support and teaching staff across the Trust. Staff have welcomed this collaboration and we have retained quality staff and promoted from within.

We strive to maintain academies which will retain their **own independent culture and ethos** whilst operating within a strategic partnership to improve quality, share best practices and operate effectively and efficiently. We firmly believe that “**Expectations Shape Outcomes**” and we expect the very best for all members of our school’s communities.





OUR VISION

To be the educator and employer of choice, with a first-class education that empowers pupils to flourish, grow and achieve. Where pupils matter to us as much as their academic success and with staff who are valued, supported, and developed. Together, we will live life in all its fullness.

This Vision sets the aspiration for everything we do.

For Our Pupils and Students

- ✓ where all Pupils are valued, respected and experience success
- ✓ where who they are matters as much as their academic achievement
- ✓ where children are encouraged to reach their potential, both academically and socially
- ✓ where we provide a wide range of opportunities / something for everyone
- ✓ where learning is fun
- ✓ where they experience care with high expectations

For Our Staff

an organisation:

- ✓ which prides itself in high quality CPD
- ✓ where staff receive every support to be the best they can be
- ✓ where we endeavour to promote from within, with cross MAT appointments
- ✓ where we try to support staff in achieving a work life balance
- ✓ where all staff are valued, respected and can experience success
- ✓ where people feel supported and want to work
- ✓ where they experience care with high expectations

For Our Parents and Communities

schools where:

- ✓ they are made to feel welcome
- ✓ their ideas are valued
- ✓ we work in partnership
- ✓ they are involved in their children's education
- ✓ where they receive care with high expectations

All our academies have their distinctive vision celebrating the communities they serve.

OUR SCHOOL'S VISION

ARLEY PRIMARY ACADEMY	BLUE COAT SCHOOL	CLIFFORD BRIDGE ACADEMY	FREDERICK BIRD ACADEMY	HEARSALL COMMUNITY ACADEMY	STOCKINGFORD ACADEMY	WALSGRAVE ACADEMY	WHITTLE ACADEMY
							
New beginnings, endless possibilities	Living life in all it's fullness.	See you at the top	Aspire and achieve	Reach your true potential	Nuturing hearts, Inspiring Minds, Shaping Futures.	Together we thrive	Soaring Beyond What We Imagine Possible



OUR VALUES

Our values drive our behaviours, decision making and ambitions:

Inclusive: We celebrate diversity and difference. All are valued as members of our community knowing they belong.

Nurture: We promote positive wellbeing, so all feel safe, cared for and enabled to thrive.

Servanthood: We considerately put the needs of others before our own, recognising that in serving each other we serve all.

Partnership: We work collaboratively, recognising we achieve more together than on our own.

Integrity: We are open, honest and have strong moral principles which we use to guide us.

Respect: We show care, consideration, and courtesy for ourselves and all around us.

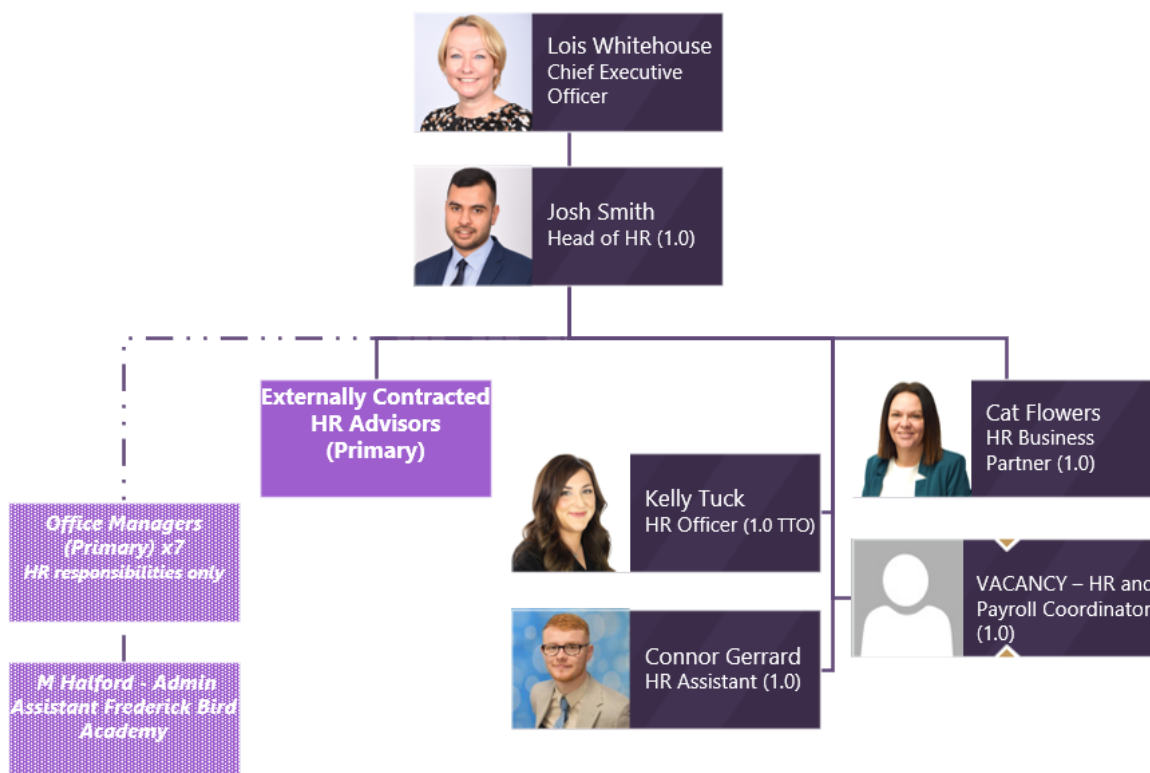
Excellence: We always strive to be better in order to become first class in all we do





ABOUT HUMAN RESOURCES

Illustrated below is our organisation structure for Human Resources at Inspire Education Trust. The HR and Payroll Coordinator is a new post in the HR structure and will undertake a key role in delivering and shaping administrative HR, Payroll and Recruitment services across the Trust.



People Strategy

Aspects of our Trust vision will be achieved through our Inspire Education Trust People Strategy. This outlines how we will maximise the potential of our people and build long term capacity for growth. We need to ensure our people work in flourishing schools, and will thrive as individuals, being engaged, healthy, developed and appropriately rewarded by the Trust.

Our 5 People Strategy Priorities:

- 1 A continuing focus on staff Health, Wellbeing and Resilience
- 2 A compelling Talent and Workforce Development Strategy
- 3 A comprehensive programme of engaging Benefits and Rewards
- 4 An Inclusive culture developed by our Trust equality objectives and staff network groups
- 5 An Outstanding HR Service through our Trust shared services model



STAFF WELLBEING & SUPPORT 'THE LITTLE THINGS'

At Inspire Education Trust, we are committed to working towards the best balance of hard work, commitment and wellbeing as well as avoiding the burden of unnecessary tasks. Our trust leaders aspire that all colleagues are fit, well and content at work. Some of the little but important things we give back to staff are listed below; new ideas are always welcome.



External coffee van visits site for staff use



Flexible and generous approach to family appointments, children's events, nativities, sports days etc



Support for new staff starters who join Inspire Education Trust (e.g buddy pairing)



Opportunities for staff to get involved in sport and physical activity



An annual flu jab for all staff available upon request each winter.



Opportunities for career development always considered



Calendars regularly reviewed with staff workload in mind



Measured approach to lesson drop-ins



No Student or class data collected for data's sake



Staff marking & workload group to guide and develop policy



Prayer and worship time across our CofE schools



Communications protocol which promotes a healthy work life balance



8 free external counselling sessions for all staff



Cycle to work scheme



PPA time designed to promote a healthy work life balance



Approachable Senior Leadership Teams



Dedicated classroom wherever possible for all teaching staff



Staff social events (e.g staff quiz)



Free Wellbeing App Subscription



Staff wellbeing champion network of support



Time off available for staff wellbeing



EAP (Employee Assistance Programme) - Health Assured



Staff wellbeing integral to the appraisal process.



Employer pension contributions of 23% + for teaching and support staff.



Enhanced paternity leave for all staff - 1 week at full pay and 1 week at Statutory Paternity Pay



Generous holiday allowance for all year-round support staff (28 days annual leave, plus 8 bank holidays. Increasing to 33 days after 5 years of service)



Gym and fitness membership discount through partnership with CV-Life (Leisure Company based in the West Midlands)



Access to trained mental health first aiders for all staff



PERSON SPECIFICATION – HR and Payroll Coordinator

		Essential	Desirable
Education and Qualifications	Higher level qualification in human resource management, business management, psychology, organisational development a similar subject		✓
	GCSE Grade C/4 or above in English and Mathematics	✓	
	Level 3 or above qualification in business or a similar subject	✓	
	CIPD Level 3 Qualified or commensurate HR experience	✓	
	CIPD Level 5 Qualified or above		✓
	Associate Member (or higher-level membership) of the CIPD		✓
Experience	Demonstrable experience of maintaining, developing and improving administration systems	✓	
	In depth experience working with microsoft office packages including word and excel	✓	
	Previous experience working within a fast-paced HR function	✓	
	Previous experience of using HR or Payroll management information systems	✓	
	Experience in managing recruitment and selection campaigns	✓	
	Experience in managing events		✓
	Prior working experience in a school, academy or charity setting		✓
	Experience in developing, shaping and improving HR processes and procedures	✓	
Skills and Knowledge	Understanding of administrative information systems	✓	
	Good working knowledge of HR policies and procedures	✓	
	Excellent interpersonal skills, with the ability to build effective relationships, both internally and externally	✓	
	Good understanding of common Microsoft packages and is able to best determine the software needed for the task (such as word, excel etc.)	✓	
	Able to communicate effectively with a range of audiences and present information to a range of audiences including headteachers and executive leaders	✓	
	Excellent communication skills, tactful and relates well with others	✓	
	Sufficient confidence in dealing with numbers to conduct salary calculations and support payroll processes	✓	
	Proficient in recording minutes	✓	
	Understanding of employment law	✓	
Personal Qualities	Dedicated to our vision that all children are entitled to a first-class education	✓	
	Possesses a genuine belief that all children are equal and celebrates the diversity in our school communities	✓	
	Self-motivated and able to work on own initiative without supervision	✓	
	Works with honesty and integrity	✓	



	Committed to making children feel happy, safe and secure	✓	
	Results driven and constantly looking for ways to improve the department and school/Trust move forward with its priorities	✓	
	Able to constantly find new ways to improve their work output by diligently managing their time and utilising new methods for organising and prioritising their work	✓	
	Emotionally intelligent; possesses a good understanding of their own behaviour and its impact on others	✓	
Safeguarding and Child Protection	Understands their role in safeguarding and protecting children	✓	
	Awareness of the key safeguarding processes in a school		✓
	Understanding of the requirements of Keeping Children Safe in Education		✓
Wellbeing and Development	Willing to participate in further appropriate professional development	✓	
	Recognises the importance of protecting their own personal wellbeing	✓	



MAKING AN APPLICATION

Applications for this post will only be accepted using the electronic application form on the Tes website.

The closing date for applications is 9.00am on Tuesday 16th July.

Shortlisting will take place on Tuesday 16th July and all candidates will then be contacted by email.

Shortlisted candidates will need to be available for interview on Tuesday 23rd July 2024.

If you have any questions relating to the application process, see the FAQ's page and if you still have a question - please do let us know by contacting Kelly Tuck – HR Officer – kelly.tuck@ietrust.org.

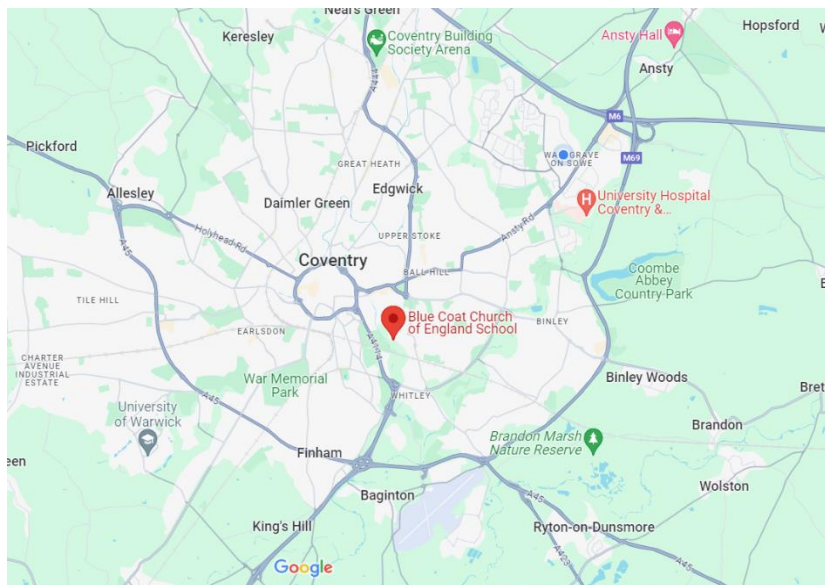
We look forward to hearing from you.





HOW TO FIND US

If you are successfully shortlisted for an interview, then you will need to visit our school. Please see the below for guidance and directions on how to find Blue Coat School which is where the HR team are centrally based.



ADDRESS

Blue Coat C of E School
Terry Rd
Coventry
CV1 2BA

*A 5-minute drive from
Coventry City Centre, and
an 8–12-minute drive from
Coventry Rail Station.*

PARKING

As you arrive at the front gate, there is an intercom that you can ring the office with, they will then direct you through the gates. It is most likely that you will need to park in the visitor's car park. See the circled below for parking locations.





FREQUENTLY ASKED QUESTIONS?



How do I apply for a vacancy at Inspire?

All applications must be received electronically via our TES page. CVs may be accepted but will not replace the application form.

Top tips for writing my application for Inspire?

Complete the application form as thoroughly as possible, providing comprehensive information about your past employment, training, and any gaps in employment, from leaving school, until the present day. Emphasize your alignment with the Person Specification criteria in your supporting statement, elaborating on why you believe you are the best candidate for the job.

How does shortlisting work?

'Blind' shortlisting is carried out by a panel of staff who will judge the applications based on how closely they match the criteria from the person specification. By 'blind' we do not divulge to the shortlisting panel, certain sensitive information about candidates protected characteristics.

When will my referees be contacted?

Following KCSIE guidance, we will seek to obtain references for all shortlisted candidates, before the interview. This allows any concerns raised to be explored further with the referee and taken up with the candidate at the interview. With effect of 1st September 2022, following further guidance from KCSIE, there will also be an online search as an additional pre employment check at this stage. Referees will not be contacted if candidates have not given permission.

How will I be contacted if I am successful?

Successful candidates will be contacted by email after the closing date to invite them to interview with the date, time, and location of the interview. At this stage, you will also be asked to complete a self-declaration of your criminal record or information that would make you unsuitable to work with children.



Whilst we endeavour to inform all candidates of their application outcome, If you have not heard from us within 2 weeks of the closing date, please assume you have not been successful on this occasion.

What is involved in the interview process?

All of our interviews consist of formal, competency-based questions. Additionally, for teaching roles, there will be a lesson observation, and for other key roles, there may be an assessment task (e.g. a presentation, administrative task, data analysis task etc). You will receive information on your invite to interview email which will detail the specifics of the task and what we would like you to prepare in advance.

You will also be asked to bring in proof of identity documents to satisfy a DBS check and qualification certificates, relevant to the role.

Candidates who have a disability or any other needs will be given the opportunity to highlight this prior to any selection activities in order that reasonable adjustments may be made to the selection process.

Is there an onboarding process?

We have an extensive onboarding and induction program which will take you through exactly what to expect before you start your new role, by the end of your first day, by the end of your first week, and by the end of your first month. You will also find important information to online safeguarding training sessions you will be required to complete during your induction.

Is there a probation period?

Yes, there is a probation period of 6 months for support staff. This provides an opportunity for us to put in place a structured plan of CPD and support for new colleagues.



STAFF TESTIMONIALS

Taken from our 2023 staff wellbeing survey

"I work with a wonderful team of colleagues who are supportive and will make themselves available when needed to debrief etc. I feel very blessed that my line manager in particular is very supportive and understanding and takes into consideration any presenting factors which could potentially impact on my wellbeing and workload."



"I find that generally my wellbeing and work-life balance is good. I find that SLT are very supportive of my department and I can talk to other people I work with about any issues. I appreciate that any time there are parents evenings, there is not CPD on a Monday evening. I also like that we have been given other training days as days off, such as September 1st."

"I feel well supported in my role. In particular with regard to flexible working and ad-hoc childcare needs which used to be a big cause of anxiety for me."



"Employee support program is good and helpful to manage life inside and outside school."

"I think the school and Trust does a lot to support wellbeing and workload."

"Wellbeing champions and their supportive work of the staff has been excellent and would continue to help the continual wellbeing of staff. The coffee van is also an excellent little pick-me-up when it's on site."

"The work of the wellbeing champions. It is much appreciated!"

"Deputy head actively shows support, always makes sure we feel seen and heard and checks in regularly to make sure everything is going OK. "





"My Head has been incredibly supportive of my wellbeing and is always willing to stop and listen when I am in need of someone to talk to if things become overwhelming. They have supported with helping to make my workload manageable so I can have a better work life balance. I am really grateful for that. It makes a huge difference."

"I feel our SLT are really approachable and understanding. I think they do a great job at just listening and supporting where needed."



"I feel always cared for by school. It is a really lovely nurturing caring place to work."

"I am very happy at work, I look forward to coming in and the things put in place by the trust after the last survey such as the coffee van visits have made a massive improvement to the enjoyment we collectively have at work."

"I am very happy in my place of work. I feel issues are listened to and management support them as best they can. Thank you."

"I love working at my school! Although it's crazy busy we always work together as a team to support each other. I am always thanked by my direct leadership at the end of each day."



RECRUITMENT PRIVACY NOTICE INSPIRE EDUCATION TRUST



Inspire Education Trust

Together we achieve, individually we grow

Who is collecting your data?

Inspire Education Trust is a data controller for the purposes of the General Data Protection Regulation and domestic legislation. The personal data that you provide will be used in connection with your application for vacancies at the Trust. If we make an offer of employment, the Trust will provide a fully informed privacy notice to employees.

Why are we collecting your data?

- So we can process your application to the next stage
- Check and verify your identity
- Ensure your suitability for the position advertised including contacting references from your noted referees, provided you have confirmed their consent to be contacted for this purpose
- For research, analysis and statistical purposes
- Meet our statutory obligations under the Equality Act 2010

What is being collected?

The information you provide us within submitted forms is collected to enable us to consider your suitability for the vacancy. This includes:

- Name and contact details (phone number, email and address).
- Previous work history and experience
- Education, training and qualifications
- Referee contact details

We also process special category data such as:

- Religion
- Ethnicity
- Disability Issues

We ensure we keep our records up to date by logging these on the TES platform in which you made your application. If you are successful in your application, we will provide you with further details about how we will process your personal data.

Do we share your data?

Information on application forms and notes made during the interview process are not shared if an offer of employment is not made. If an application is successful, a workforce privacy notice will be provided to you, detailing how we will use your personal data.

Your Rights.

You can see your rights in relation to the application by visiting <https://ico.org.uk/your-data-matters>

Retention

Unsuccessful candidates' application forms will be destroyed after 6 months.

Successful applicants will be provided with a fully informed employee privacy notice alongside their contract. The information provided on this form will be stored with the successful applicant's personnel file. This is kept in line with the School's record retention schedule. This can be found on the School website.

Together we achieve, individually we grow



facebook.com/ietrust



instagram.com/inspire.education.trust



twitter.com/inspireedtrust



linkedin.com/company/inspire-education-trust



tiktok.com/@ietrust



Inspire Education Trust

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