



# BARKING ABBEY SCHOOL

## HR AND PAYROLL MANAGER

### RECRUITMENT PACK



WE ARE AN **OUTSTANDING** SCHOOL



**BELONG**  
BARKING

**ASPIRE**  
ABBAY

**SUCCEED**  
SCHOOL

[www.barkingabbeyschool.co.uk](http://www.barkingabbeyschool.co.uk)



GIVE  
AND  
EXPECT  
THE  
BEST



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# Headteacher's Welcome

Welcome to Barking Abbey school and thank you for expressing an interest in applying for the position of HR and Payroll Manager.

For me there are three simple things that I want us to achieve at Barking Abbey school.

First, our motto 'Give and Expect the best' leads us to want to be the best in everything we do. We have some of the best results in the area, we have pupils at the best universities, we have the most pupils on apprenticeships in the entire country, we have basketball players in the best leagues and so much more. We have all of this because we push our pupils and each other to excel. All of us try to be our best every day.

Second, I firmly believe that if you can't see it you can't be it. We want to give our pupils the chance to see successful people of every religion, colour and background whilst they are at school. Whatever their dreams we want to support them and provide the networks and contacts to help them to achieve.

Finally, we want our pupils to have a voice in the world. To be confident enough to express their views and also to have the knowledge to be able to make an effective contribution. The more you know the more powerful you can be in the world.

Sir Tim Brighouse said "If a teacher makes the weather the school creates the climate." and I firmly believe this. It is our role as a leadership team to create the best possible learning environment for our teachers to teach in. In return we expect the best possible teaching from them and our results show this over time. We have created systems and structures that support high quality learning, whilst minimising workload and maximising impact.

If you share our ethos and values and absolutely believe in the potential of all young people then we can offer you the chance to make a difference and change our community for the better, and look forward to receiving your application form and welcoming you to our school.



Tony Roe  
Headteacher

# The Recruitment Process

We are proud of our school, the staff and students and in normal times we would warmly welcome prospective applicants to visit us prior to application to learn more about the role and view the School in action.

All interested applicants must complete the online application form on the TES website.

The interview process will be organised to provide a range of assessment tasks and opportunities for candidates to find out more about the school and demonstrate their ability to fulfil the role.

## Key Dates

**Closing Date for Applications** Friday 15th November 2024

**Interviews week commencing** TBC

Please note all dates are subject to change.

We warmly welcome visits to the school. To arrange this please email: [jobs@barkingabbeysschool.co.uk](mailto:jobs@barkingabbeysschool.co.uk)



# Advertisement

## HR and Payroll Manager

**Salary Scale: P02**

**35 hours per week term time plus 10 days**

**35 hours per week 8-4 with some flexibility to meet the needs of the school and to be able to undertake the daily administration of cover if required in the absence of the cover and timetabling manager hours (shifts where this is required could be 06.30 to 2.30, 7 to 3 or 9-5 where there may be meetings). Variable hours and shifts to be agreed to with individuals around their circumstances.**

**Are you an exceptional administrator with a passion for organization and a desire to grow your career in HR and education or are you a Hr professional looking for the next steps in your career?**

**We are looking for a professional, flexible and friendly HR and Payroll Manager to provide support on all aspects of HR Administration and the daily timetabling of cover to support the needs of the School.**

The role is integral to the daily smooth operation of the School and will provide a hardworking and ambitious administrator with great opportunities for growth and development to gain specialist knowledge and skills around school systems and processes.

Barking Abbey is an Ofsted Outstanding heavily over-subscribed dual campus secondary school in the London Borough of Barking and Dagenham, with a well-deserved reputation for academic excellence and a supportive professional environment.

The school is located less than 10 minutes walk from Upney tube and 15 minutes from Barking mainline station.

Barking Abbey celebrates its diversity, and we positively welcome applications from all sections of the community. If you are interested in making a difference in young people's lives whatever your background or history please apply.

In return we offer:

- A supportive and encouraging staff team
- The opportunity to access a wide range of CPD opportunities within and beyond school
- A school which understands the importance of staff well-being and workload management
- A positive ethos with excellent behaviour reinforced by highly visible SLT and centralised behaviour systems

We are proud that Ofsted recently judged the school to be Outstanding in all areas. The report states; "This is a large and diverse school where difference is valued. Pupils, and students in the sixth form, are supportive and respectful of each other. Pupils' conduct is exemplary, both inside lessons and around the school. Leaders have established simple and clear rules that everyone understands. Pupils are focused, engaged and participate well in lessons. Staff feel that their workload and well-being has been carefully considered by leaders. They appreciate their open-door policy". (Ofsted, February 2024)

Please click here to find out more information about what it is like to work at Barking Abbey:

<https://www.barkingabbeyschool.co.uk/home/join-us/staff-vacancies/>

To find out more about how teachers can secure rented accommodation at a discounted rate of 20% please contact: [info@bdsip.co.uk](mailto:info@bdsip.co.uk)

Barking Abbey is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer.

This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including Disclosure check, will be undertaken on all successful applicants.

Online searches may be conducted for all shortlisted candidates and will be conducted for all successful candidates as part of our due diligence checks.



# Job Description

<b>Job Title</b>	HR and Payroll Manager
<b>Salary</b>	P02
<b>Department</b>	School Business Services
<b>Location</b>	Sandringham and Longbridge Campuses
<b>Line Manager</b>	School Business Manager
<b>Liaising with</b>	SLT Designated Leads/SBM/Headteacher/Senior Deputy Headteacher/Staff

- The school expects its employees to work flexibly within the framework of the duties and responsibilities specified. This means that the post-holder may be expected to carry out work that it not specified in the job profile but which is within the remit of the duties and responsibilities.
- This is a new job profile for an existing post where the role has developed to meet the needs of the school, as the school has increased pupil numbers and as the staff team increases capacity.

## Role Purpose

To act a senior administrator in school undertaking all aspects of HR and Payroll administration as necessary to support the needs of the school. (Currently 360 Staff)

To provide day to day administrative support to the School Business Manager managing all administrative aspects of Payroll, staff absence and day to day HR functions. With Direction from the School Business Manager, making sure HR Policies and processes are kept up to date and are compliant ensuring highest standards are maintained.

To develop, manage and maintain HR administrative systems, processes, functions and services as required in line with the school development needs and priorities and work of those the role provides support to.

Tasks would be expected to be carried out in general without the need for direct supervision. Issues requiring escalation to be raised with relevant member of the Team.

To provide senior level administrative support as required across the school when the need arises making sure that an outstanding service is always delivered in every Business Support area.

## Main Responsibilities of the Role

This person is the primary initial daily contact for staff with all questions and queries relating to HR and Payroll.

Leading on Sickness absence management policies and procedures, undertaking all related daily administration in relation to this and monitoring outcomes over time providing information and reports.

Making sure robust systems and procedures are in place across the school in relation to all day to day HR and payroll matters, providing guidance and support to line managers across the school to make sure there is a consistent approach to personnel management and wellbeing.

Leading all administrative payroll functions, making sure staff are paid accurately and on time and that the correct authorisations, approvals and processes are in place for all aspects of the employee lifecycle.

In conjunction with the School Business manager, monitor the development and implementation of quality procedures and systems throughout the school on HR and Payroll matters to ensure that the school's needs



are met, and staff are supported.

### **Payroll Management:**

- To have responsibility for the schools end to end payroll function, undertaking all tasks and communication in relation to this.
- Making sure staff are inducted, trained and supported to be able to use the schools self-service HR portal.
- Be the main facilitator between the School and the Schools payroll provider.
- Advise payroll of all maternity/paternity leave applications and any changes to dates of return and amendments to contracts in relation to this.
- Complete pension forms for staff, liaising with LBBP Pensions department and the schools payroll provider to ensure all pension details are correct.
- Responsible for the inputting of data on the schools HR MIS and Payroll System.
- To take responsibility for (having received SLT approval) the administration of all grade changes, pay amendments, updates and incremental rises and allowances are correct, communicating verbally and in writing with the payroll provider and staff in a timely and effective manner that meets audit requirements in line with STPCD, Burgundy and Green Book.
- Manage the Childcare voucher and Cycle to Work salary sacrifice schemes, providing details to staff, the external provider and the Finance Office and uploading details to the external provider online portals where applicable.
- Deal with personal queries from staff on all aspects of their pay whilst being compliant with GDPR escalating where appropriate.
- Providing relevant reports to the School Business Manager and Management accountants for monthly reconciliation as required throughout the year.
- To create and present regular reports, e.g. staff incremental progression reports, teacher TLR and Recruitment and Retention Allowances or any other ad hoc reports from SIMS for the Senior Leadership Team, and Governors, and submission to LBBP.
- Be able to manually calculate salaries in respect of under/over and one off payments and deductions.
- To check and monitor statutory and occupational entitlements in relation to sickness, maternity paternity, and adoption absence.
- Ensure paperwork and approvals supports all changes and that Staff records are kept up to date.
- Monitor monthly analysis from external payroll provider ensuring compliance with Barking Abbey database information, twice a month for teaching and support staff (currently 365 employees) ensuring the correct audit process is followed.
- Identification and notification to the school Business manager/Headteacher of any areas of concern in prevention of error or fraud and cooperate with auditors as appropriate.
- To regularly check and monitor batch claims undertaking at least termly audits.
- Be conversant and up to date with borough policies and pay and conditions for school staff.
- To complete statistical returns on behalf of the school in relation to staffing and salaries.
- To comply with and make sure robust checking and authorisation processes are in place.
- Manage the preparation of yearly assessment letters of all teaching staff using the schools MIS system.
- Managing the Payroll submission calendar with the schools payroll provider, making sure staff are kept informed of appropriate dates and deadlines.
- To be the lead contact for the school with the schools payroll provider making sure regular meetings are held and regular monitoring of the contract and payroll performance.

### **Personnel Information & Records Management**

- Maintain individual personnel files (electronic & hardcopy) to effectively reflect and relate to standing and progress throughout their employment within the School, without infringing on their personal rights in relation to the Data Protection Act.
- Ensure high standards of records management and assume responsibility for all information assigned to the post.
- Making sure the schools electronic records and filing systems are well organised up to date and fit for purpose with templates in place for all key areas of HR practice.

- Ensure all records of personnel are to the standard required for audit investigation by internal and external agencies.
- Carry out regular housekeeping on HR files for archiving purposes.

### **Sickness & Absence Management**

- To be the schools lead contact in managing all day to day staffing issues post-recruitment including absence management, performance and attendance in work information.
- To set up and monitor and maintain absence systems and processes in line with policy fully utilising the Schools information management system to make them robust and efficient automating communication and procedures.
- To send Letters and communication to staff and make sure that Line managers are appropriately informed and are supported to deliver a consistent approach.
- To liaise with EAP and OH providers to obtain regular reports around use, taking action to promote better staff wellbeing.
- To lead and provide support with issues relating to sickness absence, including making recommendations, giving advice and support to managers, liaising with Occupational Health, leading and following up review meetings in line with policy.
- Drafting OH referral documentation as required escalating and seeking guidance as required.
- Updating Hr policies in line with LBB updates making sure that policies are kept up to date and are compliant and that relating procedures are communicated effectively to all staff.
- To manage the preparation of management information reports when required to support continuous improvement in the management and monitoring of sickness absence and performance management, monitoring probationary periods where required. To use these reports to target resources, inform actions and actions where most appropriate.

### **General HR responsibilities**

- To provide advice and guidance to staff, who need differing levels of support and advice in line with School policies and procedures.
- Minute confidential meetings relating to staff sickness, disciplinary, grievance and capability.
- Provide direct support to managers on employee relations issues including maternity/paternity/adoption/parental leave, and employee well-being.
- To be available across the working day to support members of staff in the provision of Human Resources service. Liaising with external legal HR provider whenever required, provide accurate and timely advice to managers and employees on related policies practices and procedures. To prioritise urgent casework.
- To facilitate mediation processes as appropriate organising and leading meetings as appropriate.
- To maintain relationship with external payroll provider and other HR contractors to ensure value for money, and best practice to suit the business needs of the school.
- To keep up to date with developments in employment legislation and human resources, best practice to ensure continuous development and improvement in the service offered, supporting enhancement of CPD. Identify and communicate these implications of changes of legislation, and employees pay and conditions to the SLT.
- To oversee the day to day administration of the schools employee benefits system, making sure new deals and salary sacrifice schemes are managed and set up and correct paper work is in place (Currently Perkbox).

### **Timetabling/Daily Cover – Support when required**

- Re-rooming for events such as examinations and sports days. Produce schedules of re-rooming to be distributed to individual staff affected via the staff bulletin and school notice boards.
- To undertake the Cover Officer role as and when required, it is not expected to be a regular occurrence (only necessary if there are periods of absence due to sickness or staff training).
- During peak periods working as part of a team to support with Re-rooming for events such as examinations and sports days. Produce schedules of re-rooming to be distributed to individual staff affected via the staff bulletin and school notice boards.

## General Expectations

- To demonstrate awareness and adherence to the ethics of inclusion and the function of safeguarding.
- To maintain personal and professional development to meet the changing demands of the role, participate in appropriate training activities and encourage and support staff in their development and training.
- To embrace the principles of anti-discriminatory practice and ensure compliance with legislation throughout the school environment.
- Undertake a proactive, committed approach towards the School's ethos.
- Ensure compliance with and actively promote Health and Safety at work legislation, School and Council H&S policies and procedures.
- Comply with all current employment legislation, local authority requirements and school policies and procedures.
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this role.
- To embrace the principles of anti-discriminatory practice and ensure compliance with legislation throughout the school environment.
- Work flexibly in order to ensure deadlines are met.
- To comply with the School's financial regulations at all times.
- To comply with all relevant Health and Safety regulations and assist the School in the implementation of its Health and Safety policy.
- To comply with and actively promote within their section the Borough's Equal Opportunities Policy
- In all contacts present a good image of the organisation, and the local authority as well as maintaining constructive relationships -
  - Internal: Senior Leadership Team, HoDs, employees.
  - External: unions, financial services staff, occupational health, partnership organisations, external health advisers, members of the public.

To participate in all other duties as may reasonably be required commensurate with the grading of the post.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the School Business Manager/Head Teacher within the grading level of the post and the competence of the post holder.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

<b>Employee's Signature</b>		<b>Date</b>	
<b>Line Manager's Signature</b>		<b>Date</b>	

# Person Specification

	Criteria	Essential	Desirable	Assessment Method		
				Application A		
				Interview I		
			A	I	T	
<b>Knowledge &amp; Skills</b>	Knowledge of cover within the school environment.	√		√	√	
	<i>Good written and verbal communication skills</i>	√		√		√
	<i>Excellent customer service skills</i>	√		√		√
	Excellent computer literacy, including good knowledge of Microsoft Word, Excel, Email, Internet and Databases and produce data reports.	√		√		√
	<i>Experience of administration</i>	√		√		√
	The ability to communicate effectively at all levels, both verbally and in writing.	√		√	√	√
	Excellent organisational skills.	√			√	√
	Excellent attention to detail & ability to provide produce & provide accurate data/information.	√				√
	Ability to prioritise workload	√			√	
	Ability to work under pressure and to meet multiple deadlines	√			√	√
	Ability to work on own initiative without daily supervision.	√			√	
	To be able to process data and have a flexible innovative approach	√			√	
	To be confident and have the skills to learn and utilise new software packages					
<b>Qualifications</b>	Good standard of literacy & numeracy at GCSE level or equivalent.	√		√		
	Willingness to undertake further training and development		√	√		
<b>Attitude &amp; Personal Qualities</b>	Ability to learn quickly.	√			√	
	Ability to adapt and respond to a variety of situations.	√			√	
	Possess a sense of humour, sensitivity, tact and diplomacy.	√			√	
	Ability to conduct self in a professional manner and remain calm whilst under pressure at all times, especially whilst delivering conflicting demand.	√			√	√
	Have a customer service orientated attitude towards work.	√			√	√
	Ability to foster positive & collaborative working relationships with all staff and external partners.	√			√	
	Demonstrate a positive can do, solution focused attitude	√			√	
	<i>Ability to work effectively as part of a team</i>	√			√	

## Our Ethos and Values

# **B**RAVERY **E**XCELLENCE **S**ELF-DISCIPLINE **T**EAM-BA

The Barking Abbey way is to give and expect the **BEST**.

We asked pupils to select three words that describe Barking Abbey to them. The most popular responses became the core values of our school.

**BELONG**  
BARKING

**ASPIRE**  
ABBNEY

**SUCCEED**  
SCHOOL

Our vision is to provide a happy, caring and stimulating environment where all students will recognise and be given opportunities to maximise their potential – academically, spiritually and socially - and ensure that they are well equipped to meet the challenges of education, work and life.

Barking Abbey aspires to:

- Develop confident, articulate, assertive young people.
- Foster well-rounded, empowered, resilient, independent young people.
- Nurture young people who will go out and change the world for the better.
- Enhance opportunities through creating an inspirational learning environment where all students aspire to achieve their potential - ensuring that no student is left behind.
- Raise aspirations – giving students the necessary tools to explore and be who they want to be.
- Encourage individuals to be adaptable, aspirational and unafraid to question and evaluate.
- Engender a sense of belonging, and of pride in the school, themselves and their wider community.

Barking Abbey is a heavily over-subscribed split site secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements. With a large KS5 provision and an Additional Resourced Provision (ARP) on both of our campuses, the school provides a varied role for the right individual.

