



# HR and Payroll Administrator Candidate Information

May 2022



**CHELTENHAM  
BOURNSIDE  
SCHOOL**

Empowering lives  
through learning



# CHELTENHAM BOURNSIDE SCHOOL



## Welcome to Bournside

### People are at the heart of Bournside.

Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious, and Supportive**. These are our values and whilst you'll see them written on our website and on our corridor walls, where you'll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn, and the way we ensure that every day, in and out of lessons we are living our vision: **empowering lives through learning**.

Bournside is a large school with over 200 staff and 1,700 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 4G sports pitches; a fully equipped Drama studio, a large library, specialised English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base with numerous study rooms.

No one gets lost in the crowd, however. The size of our school means that whatever your role, you'll benefit from having a dedicated, specialist team around you. Everyone is a member of one of our six houses; coupled with our vertical tutor group model, for students, the house system aims to nurture and enhance a sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

It's not at all unusual for several generations from the same family to have been part of Bournside school. We've been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in the early 1970s. Our value to the local community is developed in many ways: working closely with our neighbouring schools, taking the arts into the community, being the central hub for very many sports local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

If you have any questions regarding the position please contact Maddie Le Riche, HR and Payroll Administrator [mal@bournside.gloucs.sch.uk](mailto:mal@bournside.gloucs.sch.uk). I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

There is a wealth of information about our school on our website, along with an application form should you wish to apply. We also ask for a supporting statement (maximum 2 sides of A4) outlining how you feel your experience, skills, and attributes would enable you to make a significant impact in the role. The deadline for applications is 3pm Monday 13<sup>th</sup> June 2022.

I look forward to receiving your application to join us in **empowering lives through learning**.

**Steve Jefferies**  
Headteacher



# CHELTENHAM BOURNSIDE SCHOOL

## HR and Payroll Administrator

**Start date: 5<sup>th</sup> September 2022**

**or as soon after**

**Salary: £19,188 - £24,335**

**(£20,852 - £26,446 full time equivalent)**

**Contract: 37 hours per week, 42 weeks per year**

**Fixed term 12 month contract (potential to lead to a permanent position)**

An outstanding opportunity has arisen to work in Gloucestershire's largest comprehensive school.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2016), wide catchment, and a strong presence in our community. Our school is consistently oversubscribed with a PAN of 300, and most of our students choose to stay with us for their post-16 study.

We are looking to appoint a dedicated and committed HR and Payroll Administrator to lead the HR and Payroll department at the school.



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**Applications by:  
3pm Monday 13<sup>th</sup> June 2022**

The successful candidate will be an organised and enthusiastic employee with excellent office skills, attention to detail, ability to maintain confidentiality and a keen willingness to learn.

You will work under the guidance of the School Business Manager and work closely with the Headteacher and Senior Leadership Team as well as the finance department.

This role would suit a candidate looking for their first job in HR and Payroll as well as candidates who have previous experience working within a HR and Payroll department who are seeking a new challenge.

Please see the job description for more details on the specific responsibilities the role will entail. Full training will be provided to the successful applicant.

We are an equal opportunities employer and value and respect diversity across our whole school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check. We reserve the right to interview and appoint prior to the closing date.

### **Application pack:**

[www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/](http://www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/)

**Warden Hill Road, Cheltenham, GL51 3EF | [hr@bournside.gloucs.sch.uk](mailto:hr@bournside.gloucs.sch.uk) | 01242 235555**



## Job Description

### HR and Payroll Administrator

**Post title:** HR and Payroll Administrator

**Responsible to:** The School Business Manager

**Hours per week:** 37 hours per week

**Working days and hour:** Monday to Friday 8:30am to 4:30pm (4:00pm on Fridays)

**Working Weeks:** 39 weeks per year plus 3 additional weeks to work in the school holidays

**Contract Type:** Fixed term 12 month contract with potential to lead to a permanent position

**Salary:** £19,188 - £24,335 (Based on Grades G8-G20 £20,852-£26,446 full time equivalent)

This school is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.

### Purpose

Responsibility for all HR and Payroll related activities and ensuring they are compliant with current employment law and safeguarding guidelines.

### Specific responsibilities

#### Recruitment

- Work with the senior leadership team to support all staff recruitment including advertising, interviews, requesting references
- Issue offer letters, contracts, job descriptions and welcome packs to all new appointments
- Ensure all safer recruitment and pre-employment checks are carried out
- Make sure recruitment practices are in line with safer recruitment guidelines

#### Induction/Probations and Exit interviews

- Support with inductions for new starters if necessary
- Manage and monitor probation period reviews with the employee's line manager and ensure all paperwork is completed.
- Support managers during probation periods if there are concerns or issues
- Ensure all leavers complete an exit questionnaire

#### Single Central Record

- Maintenance of the Single central record
- Ensuring all missing documents are received and immediate action is taken to resolve any issues
- Ensure risk assessments are put in place for staff with missing/delayed checks
- Arrange yearly audits for the SCR and ensure it is in line and up to date with safer recruitment guidelines

#### Payroll

- Submitting new starter forms, contract change forms, leaver forms, claim forms, expenses, staff absences and updating personal details through SAP system
- Checking the payroll report monthly to ensure it is correct

### **Staffing Budget**

- Maintenance of staff budget and keeping it up to date monthly in line with payroll (new starters, leavers, contract changes, vacancies)
- Budget forecast for staffing every year

### **Staff Absences**

- Ensure all absences are recorded in Bromcom (sickness, DLOA, Annual leave) and liaise with the cover manager when necessary
- Manager all DLOA requests and monitor allowances
- Support managers to manage staff absences
- Monitor staff who meet the absence threshold
- If necessary support with return to work meetings
- Occupational health administration

### **Staff complaints/issues**

- Be the point of call for staff to go to when they have an issue or complaint
- Support employees and advise them on how to resolve issues and what routes to follow for formal complaints
- Speak to line managers where necessary of arising issues and solutions

### **Performance Management Administration**

- Monitor performance reviews have been set for all support staff
- Support managers during performance review periods if there are concerns or issues
- Liaise as appropriate with the school's HR service for staff who have been put under the capability procedure
- Ensure all paperwork for performance related increments for all staff is completed and processed with payroll.

### **Bromcom**

- Ensure the HR system in Bromcom is running smoothly
- Complete the yearly workforce census in Bromcom
- Ensure all staff data is up to date

### **Special conditions**

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.



## Person Specification

### HR and Payroll Administrator

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Relevant qualifications at school/college/university</li> </ul>	<ul style="list-style-type: none"> <li>Other relevant professional development/qualification associated with HR and/or Payroll or willingness to obtain relevant qualifications and professional development</li> </ul>
Experience, understanding, and knowledge	<ul style="list-style-type: none"> <li>Understanding or the willingness to learn about human resources and payroll administration including relevant legislation</li> <li>Competent user of Microsoft office packages including Word and Excel</li> <li>Experience of maintaining accurate files and records and ensuring compliance with legislations</li> <li>High personal integrity and able to maintain a high degree of confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of HR and employment policies and procedures</li> <li>Previous experience working in a similar role</li> <li>Experience working in education or public sector</li> <li>Understanding of child protection/safeguarding</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>Approachable but professional and friendly</li> <li>Excellent communicator with strong written and verbal communication skills</li> <li>Self motivated with high levels of personal drive</li> <li>Team player with a positive 'can do' attitude</li> <li>Ability to prioritise tasks effectively and efficiently to meet deadlines</li> <li>Willingness to take on new challenges, demonstrating innovation, curiosity and initiative to suggest new ideas or ways of working</li> <li>Motivate and inspire colleagues</li> <li>Demonstrated dynamism and creativity in solving problems</li> </ul>	<ul style="list-style-type: none"> <li>Confident to work with line managers and employees where issues arise</li> </ul>



## Settling in at Bournside

We will fully support you with your transition to Bournside. The HR department oversees the provision for new staff, including your induction, to support you in understanding and coping with your new role.

### Induction day

Depending on your start date, you may be invited to an induction day prior to joining us. Alternatively, this will typically be your first day. This full day of training provides information about the aspects of Bournside school life which will be needed as soon as your start, such as:

- School Leadership Structure – who to see for what
- School communication and meeting systems
- Induction procedures, performance management, and professional development
- ICT
- Health and safety procedures
- Safeguarding training
- Key policies
- Introduction to basic training requirements.

### Your mentor

You will also be allocated a mentor – probably your line manager – who will meet with you regularly to ensure you have the support you need.



### Continuing Professional Development

Bournside is forward-thinking in its approach to Continuing Professional Development (CPD). We use a variety of activities to engage staff with sharing best practice including whole staff training options, departmental development time, focused workshops, and time for performance management and review.



## Employee Benefits

### Support Staff

#### General

- Provision of all necessary IT equipment.

#### Lifestyle and wellbeing

- Attractive salary and pension
- Generous annual leave entitlement
- Free one-to-one wellbeing support
- Family friendly policies
- Onsite parking facilities and cycle storage
- Free access to the school's Gym
- Cycle to work scheme
- Discounted gift cards via Voucher Store
- Techscheme – save money on the latest tech from Apple and Currys PC World
- A comprehensive range of staff social events throughout the year
- Our dining centre and Pit Stop Cafe are open between 8:00am and 1:30pm every day.

#### Professional development

- Support to complete further academic study and professional qualifications.

#### Statutory and other benefits

- A wide range of statutory benefits including sick pay, maternity, parental, and adoption leave
- Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state funded schools in relation to sick pay and pension rights.





# Our Values

## We are...

### **PURPOSEFUL**

We persevere to achieve our goals and aspirations

### **PROUD**

We celebrate everyone's effort and achievements

### **RESPECTFUL**

We care about each other and believe in equality and kindness

### **CURIOUS**

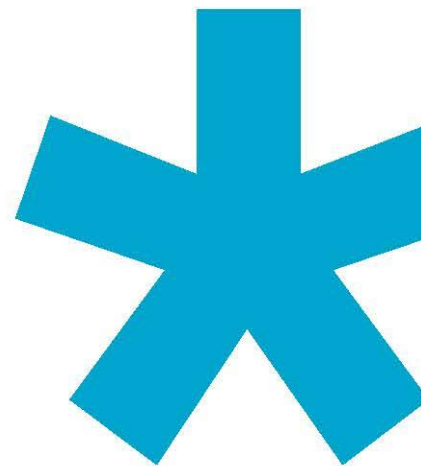
We have enquiring minds and are not afraid of challenge

### **SUPPORTIVE**

We make a positive difference to each other's lives

### **AMBITIOUS**

We aim for the very best in all we do



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