



**W A T E R T O N**  
ACADEMY TRUST®



**Waterton Academy Trust**  
**Business Support Officer - HR**  
**Application Pack**

Post title	Business Support Officer - HR
Location	Waterton Academy Trust Operations Office The Business Village Snydale Road Cudworth Barnsley S72 8RP
Salary & Grade	Grade G6; SCP 12 to 17 (£26,421 - £28,770)
Hours	Permanent position

Are you an experienced administrator looking for a vibrant, varied role in HR? If so, Waterton Academy Trust is keen to know more. The successful candidate will have a keen interest in Human Resources and payroll support. Prior experience is welcomed, however, if you have strong administration skills and are eager to learn, prior HR experience is not essential.

Our HR department sits within our Central Operations team, delivering excellence and high service standards to our colleagues across the organisation. This is a dynamic position that provides an opportunity to further enhance the ongoing success that the department delivers. The Trust currently comprises 13 academies across the primary stage, a pre-school and a KS1 assessment centre. Waterton has gained a wonderful reputation over the last 10 years and continues to offer a thriving and supportive environment for all.

We are seeking an exceptional and forward-thinking individual to join us on a full-time permanent basis.

In this incredibly rewarding and key role, you will provide the Trust and its academies with support in all areas of HR administration. The position is based in our Operations Office at The Business Village, Cudworth working alongside finance, estates and HR colleagues. While office based, the role will also involve travel to our academies to support colleagues and procedures within our schools.

Working as part of the team, you will provide a pivotal role that will encompass a wide range of HR and payroll duties. You will have responsibility for your own workload with guidance and support from the team. As our first point of contact for the department, you will be a confident communicator both in writing and on the telephone.

This varied and fast paced role will cover a wide range of interesting HR administration including, but not limited to; recruitment, maintaining and updating the HR Management System, sickness absence reporting, supporting new employees with pre-employment paperwork, liaising with payroll, producing contracts of employment, providing information for statistical reports, case work administration, and supporting our academies with supply and vacancy management.

To flourish in this role, you will need to work well in a team, have a keen an eye for detail, a commitment to your own CPD, a sensitive yet confident and upbeat nature and the ability to successfully manage a busy workload.

**With this in mind, we are looking for someone who will:**

- Have the drive, passion and motivation to work independently providing an excellent service for the Trust and its stakeholders
- Be an outstanding team player

- Be highly organised and a confident communicator with stakeholders at all levels
- Have a good working knowledge of IT including Microsoft packages and Information Management Systems
- Thrive working in a busy environment, ensuring accuracy and resilience with the ability to meet deadlines
- Have previous experience of working within an admin capacity, ideally within a HR/Payroll role (although full training will be given if experience has been gained in another area)
- Be determined to help every Academy by providing an excellent HR/Payroll administration service
- Have the ability to build positive relationships with all staff throughout the Trust
- Be adaptive in an ever-changing environment
- Be willing to complete the CIPD HR Level 3 qualification

**In return, Waterton Academy Trust can offer you:**

- A well-being package
- A cycle scheme
- Flexible working
- A supportive, happy, constructive and forward-thinking HR and central team
- The opportunity to work with colleagues from other departments and academies within Waterton Academy Trust
- A firm commitment to your professional development
- Friendly colleagues who believe there are no limits to what we can achieve for our children and staff

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**To Apply**

Please apply via the below link:

<https://mynewterm.com/jobs/658833911/EDV-2024-WAT-53307>

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**Closing Date:** Friday 12<sup>th</sup> July 2024 - Midday

**Shortlisting:** Friday 12<sup>th</sup> July

**Interviews:** Wednesday 17<sup>th</sup> July 2024 (TBC)

# Dear Applicant

**Thank you for your interest in the post of Business Support Officer - HR at Waterton Academy Trust. We hope that this pack provides you sufficient insight and information to decide if you have the right qualities, skills and experience to apply for the position.**

Our Trust came in to being on the 1st September 2014. Our 13 primary, infant and junior schools are currently situated within the Wakefield and Barnsley areas and consist of well over 3000 pupils.

This is an exciting time for all concerned with the trust as we enter into a new phase of development. The reshaping of our focus and renewed drive for excellence will undoubtedly lead to improved opportunities and outcomes for all.

People are at the heart of our organisation. We invest heavily in our children, staff, Trustees and Governors, ensuring that we all benefit from being part of the Waterton family. We seek to create a fertile environment for growth, to share best practice, develop expertise, draw on local, national and international research, and form partnerships within and beyond the trust.

Working for Waterton you will have the opportunity to support our schools in shaping the lives of all those in the Waterton family.

As a key member of the central support team, you will also have the opportunity to work alongside partners across our academies and with key external partnership providers.



Given the trust's ambitions for excellence, we are seeking to employ outstanding individuals to join our team. We require highly skilled professionals that can contribute to the development of our provision and support our academies in providing our children with the best possible learning experience. If this is you, then we would be delighted to hear from you.

Yours sincerely,



Dave Dickinson OBE

Chief Executive Officer

# Dear Applicant

Established in September 2014, the Trust is a growing organisation that currently consists of thirteen schools within West and South Yorkshire. Our vision to create a central business support service for our schools that would provide Headteachers with access to key professionals across Human Resources, Finance, Procurement, Estates, Health & Safety and Compliance was realised in September 2018. Since then, our team has grown in number, expertise and experience to become a highly valued and valuable addition to our core offer for schools.



The key role of the Business Support Team is to ensure that the Trust is both compliant and efficient. Through employing experienced, skilled and specialised Officers in all areas and at all levels, we are able to free up our School improvement colleagues, both at academy and Trust level, to get on with the core business of improving outcomes for children.

Our Business Support team are a supportive and knowledgeable group of professionals. Working collaboratively, there is often crossover between departments.

Our organisation is people focussed and, as such, the HR department forms a vital part of the central team. Our HR Administrator plays a key role in this; as the first point of contact the role will really suit somebody who is a welcoming, organised and compassionate professional.

With over 500 employees across multiple sites and roles, the work of the HR department is fast paced, diverse and interesting. The impact of our successful HR department is seen throughout the organisation. We regularly receive positive stakeholder feedback and use this to continuously improve our service.

Our HR team are at the forefront of managing our biggest resource, our people, and ensuring they are able to give their best to our children every day. Working closely with colleagues across the Trust and our external partners, they are always on hand to offer advice on matters from recruitment, case work and contract management to policy, safeguarding and payroll.

Our central business support team has grown in experience, knowledge and size over time and are highly regarded by our schools.

The team truly embody the values of the organisation and are extremely committed to providing a professional service to our schools.

We are looking forward to welcoming a new member of the team to this role. With such a supportive team, you will soon feel like you have been here forever!

Yours sincerely

**Pam Knox**  
Chief Operations Officer



Every day is different in the HR team! The work is varied and interesting and it is so fulfilling being able to support colleagues across the Trust.

The Trust is a welcoming and supportive place to work and it's a pleasure to work with such passionate colleagues.

**Laura**  
HR/Payroll Officer



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Our Trust HR Team provide efficient and high-quality advice and support for myself as headteacher, as well as my staff. Having such a crucial department within our Central Team structure allows me to concentrate on managing school whilst knowing I have the support and guidance from such a knowledgeable team.

**Jonathan**  
**Headteacher**





# About the Trust

Investing in people and in partnerships is key to ensuring excellence and is something that as a trust we are extremely passionate about. We are proud to call ourselves an outward facing organisation and are advocates of sharing best practice and contributing to the wider system leaders' network. We encourage colleagues to take up opportunities and engage in projects outside of the trust.

**Waterton Offices**  
 C - Centre for Excellence  
 O - Operations Office

**West Hub Schools**  
 1 - Wrenthorpe Academy  
     p - Wrenthorpe Pre-School  
 2 - Sharlston Community School  
 3 - Walton Primary Academy  
 4 - Normanton Junior Academy  
 5 - Lee Brigg Infant and Nursery School  
 6 - Normanton Common Primary Academy  
 7 - Crofton Infants' School

**East Hub Schools**  
 8 - Churchfield Primary School  
 9 - King's Meadow Academy  
     p - The Meadow Pre-School  
 10 - West End Academy  
     p - The Woodland Pre-School  
 11 - South Kirkby Academy  
 12 - Ackworth Mill Dam School  
 13 - Cherry Tree Academy  
     p - Cherry Blossom Pre-School  
 14 - Newstead Academy

The trust has maintained a manageable geographical partnership area, one where academy staff and central team colleagues are able to travel between sites within a reasonable time frame. The trust intends to continue to grow within these key partnership areas.

There are currently fourteen academies in the trust, all are within the Wakefield and Barnsley boundaries and therefore find it easy to attend INSET, CPD and trust events. The trust has adopted a Hub Model to further support collaborative working and allow for future growth.

## Governance

The Trust model of governance is based on two geographical hubs and is built to ensure scalability and clear lines of communication between all levels of governance. The Members of Waterton Academy Trust commissioned a review of Governance by the CST which took place during the academic year 22/23. The findings of the review were extremely positive and reaffirmed our belief that the Trust has a robust and fit for purpose governance model



- 1 Members**  
**Board of Members:** Custodians of governance arrangements, including appointing Trustees.
- 2 Trustees**  
**Board of Trustees:** Ensure clarity of vision and strategic direction of the Trust, oversee financial management and hold leaders to account for educational performance.
- 3 LHB**  
**Local Hub Boards:** Support the Trust in the delivery of key objectives at local level in accordance with its delegated powers and by establishing a Finance and Standards Committee.
- 4 ASC**  
**Academy Standards Committee:** Ensure that academies have a voice and promote community cohesion. Review, monitor and evaluate educational provision to foster an environment where all children reach their full potential.

# Our Vision, Values and KPIs



- Assemble a collaborative of schools that strive to deliver excellence throughout
- Establish an environment where children enjoy and engage in a rich and relevant curriculum
- Cultivate a culture of high aspiration, regardless of social, economic or cultural background
- Create a community where everyone reaches their full potential and where success truly is a shared experience

- To be trustworthy
- To be tolerant
- To be supportive
- To be courageous



- To be respectful
- To be honest
- To be dedicated
- To be compassionate

- Governance is robust
- Finances are secure
- Reputation is strong
- Employer of choice



- Outcomes are excellent
- Academies are good or better
- Estate is fit for purpose
- Community contributor



# Job Description

<b>Job Title:</b>	Business Support Officer - HR
<b>Reporting to:</b>	Head of HR
<b>Grade:</b>	6 SCP 12-17
<b>Workplace:</b>	Based at Waterton Trust Operations Office, Business Village, Cudworth S72 8RP

<b>Purpose of the Post:</b>	<p>Under the guidance of the HR Advisor (Payroll &amp; Transactions):</p> <ul style="list-style-type: none"> <li>• Provide transactional HR support for all schools and the central team, processing all types of contractual variations, permanent and temporary</li> <li>• Provide business administrative support to the HR Department, including maintenance of all HR systems</li> <li>• Assist with annual statutory returns</li> <li>• Provide a robust service for Academies and staff</li> <li>• Assist with the planning and development of academy-based HR support services to ensure that the Trust and Academies meet their obligations in all key areas.</li> </ul> <p>This person must be able to work independently and take responsibility for his or her own workload.</p>
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<b>HR/Payroll related activities:</b>	<p>The post holder will work under the guidance of the HR Advisor (Payroll &amp; Transactions) and Head of HR; and will work alongside central team and academy-based colleagues. The post holder will:</p> <ul style="list-style-type: none"> <li>• Undertake an active role in the further development of the HR team, including but not limited to:             <ul style="list-style-type: none"> <li>○ Developing new systems for the smooth running the HR function and organisation of administrative support services, systems, procedures, and policies</li> <li>○ Training and development of academy-based staff as appropriate</li> <li>○ Assisting with the delivery of the Trusts new induction program</li> </ul> </li> <li>• Undertake manual and computerised HR and Payroll information systems, ensuring conflicting deadlines are met</li> <li>• Support Headteachers and Academy staff in areas of generalist HR and Payroll</li> <li>• Assist with the recruitment process including adverts, job descriptions, safer recruitment, offer letters, contracts, and new starter documentation</li> <li>• Ensure payroll forms are processed in a timely manner to meet deadlines, liaising with the finance department where necessary</li> <li>• Produce staff letters and correspondence as required</li> <li>• Produce high quality note/minutes within sensitive meetings</li> </ul>
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	<ul style="list-style-type: none"> <li>• Undertake statutory returns such as Work Force Census</li> <li>• Record and track DBS processing, right to work in the UK and safeguarding training</li> <li>• Stay abreast of HR and Employment Legislation, and any relevant changes</li> </ul>
<b>Resources Responsibilities</b>	<ul style="list-style-type: none"> <li>• Operate relevant equipment/complex ICT packages</li> <li>• Undertake research and obtain information</li> <li>• Maintenance of payroll and personnel records in line with statutory, audit and data protection requirements</li> <li>• Assist with marketing and promotion of the Trust, where necessary</li> </ul>
<b>Expectations of All Employees</b>	<ul style="list-style-type: none"> <li>• Full working knowledge and compliance with policies and procedures relating to child protection, health, safety and security, confidentiality, HR, and data protection, reporting all concerns to an appropriate person</li> <li>• Be aware of and support difference and ensure equal opportunities for all</li> <li>• Working knowledge of the HR sector</li> <li>• Contribute to the overall ethos/work/aims of the Trust and member academies</li> <li>• Appreciate and support the role of other professionals</li> <li>• Attend and participate in relevant meetings as required</li> <li>• Participate in training and other learning activities and performance development as required</li> <li>• Recognise own strengths and areas of expertise and use these to advise and support others</li> </ul>
<b>Additional Information:</b>	The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.
<b>Responsibilities for Resources:</b>	<p><b>Employees (Supervision):</b> No supervision</p> <p><b>Financial:</b> Payroll &amp; HR advice to wider organisation</p> <p><b>Physical:</b> Effective use of materials and resources as determined by the Head of HR or nominated manager</p>
<b>Customers and Clients:</b>	<p>Providing general information, advice, and guidance on established internal academy/trust procedures</p> <p>Deal with general stakeholder matters, which may involve dealing with challenging stakeholders.</p>
<b>Working Conditions:</b>	We offer hybrid working, but employees are expected to work in the central team office based in Cudworth, Barnsley part of the week. Some ad hoc

	<p>travel across the Trust may be required to attend training/events/meetings.</p>
<p><b>Characteristics of the post:</b></p>	<p>Employees are encouraged to participate in training activities to enhance their own personal development.</p> <p><b>The employment checks are required:</b></p> <ul style="list-style-type: none"> <li>• Evidence of entitlement to work in the U.K.</li> <li>• Evidence of essential qualifications – see page 1 of the job specification</li> <li>• Two satisfactory references</li> <li>• Confirmation of medical fitness for employment</li> <li>• Registration with appropriate bodies (where applicable)</li> </ul> <p><b>The following employment checks are required for those positions which are based in a Trust/school or working with vulnerable young people and adults:</b></p> <p><b>Evidence of a satisfactory safeguarding check e.g. online DBS check at the relevant level</b></p>

# Person Specification

<b>Title</b>	Business Support Officer - HR
<b>Accountable to</b>	Head Of HR

**AF:** Application Form                      **I:** Interview  
**CQ:** Certificates/Qualifications **R:** Reference  
**OT:** Occupational Task                      **P:** Presentation

Education & Training		Essential	Desirable	How Identified
Formal qualifications & relevant training	Business Administration Level 2 <b>OR</b>	X		AF/OT/CQ/R
	Experience in relevant discipline <b>OR</b>	X		AF/OT/CQ/R
	Level 2 Numeracy/ Literacy skills or willingness to work towards	X		AF/OT/CQ/R
	Part/Full CIPD qualified or willingness to work towards		X	AF/OT/CQ/R
Experience				
Ability to undertake duties of the post	General clerical/ administrative/ financial work	X		AF/I
	Experience in providing excellent customer service	X		AF/I
	Experience of working in an HR role		X	AF/I
	Experience of working in an education setting		X	AF/I
Knowledge				
	Ability to organise workload	X		AF/I/OT
	Ability to relate well to children and adults	X		AF/I/OT
	Work constructively as part of a team, understanding team roles and responsibilities and your own position within these	X		AF/I/OT
	Ability to self-evaluate learning needs and actively seek learning opportunities	X		AF/I/OT

Physical Skills				
Includes any specific physical requirements of the post (subject to the provisions of the DDA Act)	Excellent written and oral communication skills	X		AF/I
	Ability to work as a team member	X		AF/I
	Confident in communicating with a range of people	X		AF/I
	A professional, friendly and respectful approach which demonstrates support and shows mutual respect.	X		AF/I
	Committed to the provision and improvement of quality service provision	X		AF/I
Suitability to work with children and young people				
Issues relating to safeguarding and promoting the welfare of children and young people	Satisfactory DBS disclosure and standard Trust pre-employment checks	X		I/R DBS Disclosure
	Ability to work in a way that promotes the safety and well-being of children and young people	X		I/R DBS Disclosure
Additional Requirements				
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust	X		I
	Committed to professional development in connection with the post	X		I
	Work in accordance with the Trust's core values and behaviours	X		I
	Travel in connection with the post	X		I
	A commitment to equality/diversity in the workplace and the wider educational community	X		I
	A commitment to safeguarding and promoting welfare for all	X		I

# Next Steps



## To Apply

Please apply via the below link:

<https://mynewterm.com/jobs/658833911/EDV-2024-WAT-53307>

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**Closing Date:** Friday 12<sup>th</sup> July 2024 - Midday

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Waterton Academy Trust is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this responsibility. The Trust has policies and procedures relating to safeguarding and child protection available on request.

Waterton Academy Trust follows safer recruitment processes which all applicants will be subject to. This includes the interview process containing questions about the safeguarding of children and the disclosure of criminal records and other vetting checks.

An enhanced DBS check is required for the successful candidates, this process is completed by an online third-party company. All successful candidates are required to join the DBS update service with an annual cost of £13.

The position is also subject to two satisfactory references. Shortlisted candidates will be asked to provide details of any unspent convictions and those that would not be filtered, prior to the date of the interview. We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on request.

Waterton Academy Trust is wholly committed in ensuring that all employees, future employees and applicants are treated equally regardless of age, disability, gender reassignment, marriage and civil partnership, maternity, race, religion and belief, sex and sexual orientation.

**Where success is a shared experience**

Email: [admin@watertonacademytrust.org](mailto:admin@watertonacademytrust.org) Visit: [www.watertonacademytrust.org](http://www.watertonacademytrust.org)



# WATERTON

ACADEMY TRUST®



**Waterton Academy Trust**  
**The Grove, Walton,**  
**Wakefield,**  
**WF2 6LD**