



Job Description

POST:	Payroll and People Services and Development Officer
TEAM:	Oasis Restore
RESPONSIBLE TO:	People Services and Development Advisor
RESPONSIBLE FOR:	N/A
SALARY:	(SCP 14) £25,409 to (SCP 18) £27,344 + Local Government Pension Scheme
LOCATION:	Until the secure school is refurbished, the post holder will benefit from hybrid working between home and the Oasis London offices with some visits to the secure school location – Thereafter, the role will be located at the Oasis Restore secure school in Rochester, Medway, Kent.
WORKING PATTERN:	Full time (could accommodate 4-day part time working if requested)
DISCLOSURE LEVEL:	Enhanced

About Oasis Restore

Oasis Restore is the country's first secure school that is a proof-of-concept policy initiative funded by the Ministry of Justice (MoJ) and the Youth Custody Service. Oasis Restore's mission is to transform the life chances of children aged 12-18 years in the criminal justice system through delivering psychologically informed, integrated practice that centres on trusted, safe relationships between staff and children. Oasis Restore is a learning community that embeds hope, stability, and opportunity for children beyond the secure school.

Job Purpose

As part of the People Services and Development team, the Payroll and PSD Officer will play a key role in supporting the team and senior leaders in creating a therapeutic environment for staff and children alike. For the next year the post holder will significantly focus on supporting with mass recruitment, marketing recruitment, onboarding, vetting checks and inducting of new staff as we prepare to open the Secure School to children in early 2024.

Once the secure school is opened, the postholder will fully assist the People Services and Development department with all transactional activities required to manage the whole employee life cycle with special emphasis in recruitment and selection, onboarding and vetting checks, induction and training and inputting data for payroll and pensions. All in alignment with Oasis Restore ethos and values, best practise and employment law.

Specific Responsibilities

Recruitment, Selection and Appointment

- To support line managers in compiling job descriptions, person specifications and recruitment adverts, providing templates and best practice advice as required.
- To support coordination of interview/selection logistics including room bookings, diary management, scheduling and preparation of relevant materials and refreshments during interview.
- To speak to prospective and active candidates, creating a positive first impression and ensuring that all requests for recruitment packs and other general queries are responded to swiftly and professionally.
- To send out reference requests for all shortlisted candidates, chasing responses and passing on to the relevant hiring/recruiting manager.
- On the day of interviews, to take copies of candidates' qualifications, right to work and DBS check documentation, ensuring appropriate accuracy and storage.
- When required, to liaise with external recruitment agencies to source candidates for hard to fill roles.
- To be familiar with OR's Recruitment and Selection Policy and Procedure and safer recruitment. To escalate cases where information / data is missing or agreed process are not being followed.

Onboarding and New Starter Administration

- Following a conditional verbal job offer, to ensure the PSD Advisor has all relevant documentation in place so that the contract can be drafted, and all relevant vetting checks and new starter procedures are followed in line with the Recruitment and Selection policy and legislation.
- To enter all relevant information into our payroll system for new starters, preparing and dispatching /emailing employment contracts and ensuring timely signature and return by individuals.
- To work closely with your line manager, reporting any potential/existing payroll related issues and escalating when required.
- To produce electronic and hard copy personnel files, ensuring all information is obtained before the file is finalised and that the file is produced in line with the standard format.
- To update and maintain accurate and relevant data in the Single Central Record (SCR) including entering all new starters information, adding agency workers, volunteers, contractors etc. and ensuring leavers are removed and archived.
- To inform relevant departments (Finance, IT, security, etc.) of new starters and send out notifications as necessary.
- To track regular reviews in line with probation period ensuring that line managers are aware of procedures and return completed paperwork in good time and escalate any concerns.
- To obtain checks for consultants, agency staff and casual staff in accordance with Oasis Restore Policy and record as and when required.

Payroll and Pensions

- Under the PSD Advisor and in liaison with Finance ensure correct details are entered monthly to process payroll and pensions for all staff and that new staff are added onto our payroll system.

- To be responsible for collecting data required for the monthly payroll and administer monthly changes through the payroll system required for starters/leavers, maternity, paternity, pensions etc.
- To be responsible for the collation and recording of monthly absence e.g. sick leave, maternity, and special leave, paid and unpaid by payroll deadline dates.
- To assist in answering pay related queries and escalating any concerns to the required senior level.
- To assist in the completion of statutory salary updates and Audit requests as and when required.

Staff training and Development

- To support the recording and scheduling of the induction courses for all staff, taking an active role in assisting during these training events by coordinating and booking venues and arrange refreshments.
- To assist with the booking, registration of training events and other development activities organised under OR's People Development Plan.
- To take part of training and actively promote a culture of curiosity, excellent support, safeguarding standards and collaboration.

Absence Management

- To track staff absences, self-certification, and fitness for work certification and return to work interviews ensuring full compliance of both staff and line managers.
- To monitor whole staff absence weekly identifying staff who have hit trigger points in line with absence management procedure escalating the findings when required.

General support and projects

- To assist the People Services and Development team to implement a wide range of HR projects such as Recruitment and Selection campaigns, implementation of OR's HR/payroll platform, training seminars, rolling out of the People Development Plan.
- To support the subsequent maintenance of payroll system, inputting and updating information as required and assisting with any HR metrics required.
- To support the PSD Advisor with the production of offer letters, contracts and contract amendments as required.
- When required, to support the chairing manager to take minutes of formal meetings such as formal absence meetings, disciplinary and grievance meetings.
- To assist any member of the People Services and Development with administrative tasks where necessary.
- To take on small scale projects as directed by your line manager.
- Undertake any other reasonable duties as required by the Head of People Services and Development.

Safeguarding and Compliance

- Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.
- You will need to take an active role in ensuring that we are meeting our safeguarding and Keep Children Safe in Education statutory obligations through attending regular training and following the principles learned at all times.

Other

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed

Employee		Line Manager	
Print Name		Print Name	
Date		Date	

Person Specification

Our Purpose

Oasis exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each academy community.

	Criteria (Essential and Desirable)	How it will be assessed
Values and Ethos	<ul style="list-style-type: none"> An enthusiasm for demonstrating commitment to the values and behaviours which flow from the Oasis ethos. A belief that providing the best care for children depends on the foundation of building deep and trusting relationships and the integrity to be true to your word, principled, respectful, and self-aware. Be willing to show curiosity which creates the ability for others to explore and discover the world around them and themselves. Persevere to remain open, knowing our goals are worth the effort Value everyone around you, with a reflectiveness and readiness to learn from experience and from those around you. Ability to build relationships, maintain boundaries and create a culture of belonging and supporting one another to be the best we can be. An interpersonal style that is direct, diplomatic, and compassionate, willing to change in response to interactions, reflective, engaging, honest, trustworthy, culturally competent and sensitive. Understands the importance of cohesion, diversity, and inclusion for a team to be effective and transformative. 	A, I
Competencies	<ul style="list-style-type: none"> Demonstrate excellent attention to detail, understanding its importance. Develop tools to check their own work. Ability to plan and set objectives, initiating ideas for managing your own workload. Pro-active approach to work and the ability to spot and deal with issues as they occur, escalating issues when applicable. Is approachable with the ability to build strong interpersonal relationships. Ability to handle confidential information. 	A, I, GA, UT

	<ul style="list-style-type: none"> • Ability to put forward their own views in a clear and constructive manner, choosing an appropriate communication method, e.g. email/ telephone/ face to face • Ability to recognise when something is not working and be able to alter your approach, accordingly. • Empathy and emotional intelligence, for recognising and responding sensitively to staff, children, and parents. • Aware and committed to use every experience and interaction as an opportunity to learn and develop. 	
Qualifications	<ul style="list-style-type: none"> • Educated to degree level or similar experience (desirable) • CIPD qualified (desirable) or willingness to undertake CIPD qualification. • Any payroll qualification such as CIPP (desirable) • Proficient with Microsoft office and Office 365 • Training on how to manage payroll and pensions administration (desirable) • Accountancy qualification (desirable) 	A
Experience, Skills, and Knowledge	<ul style="list-style-type: none"> • Previous HR Assistant-level and/or finance/ general administration or clerical experience. • Understanding of employment legislation with regards to compensation, pensions, and other benefits (desirable) • Experience of using HR Information Systems or payroll systems (desirable). • Previous exposure of working within a care provision that supports children and young people with challenging behaviour (desirable). • Experience within education, health, local government, or justice sector (desirable). • Good numerical /logical reasoning skills with the ability to spot numerical errors. 	A, I, UT

*A= Application form
I= Panel interview
AC= Assessment Centre
UT= Unseen task, Mini Teach, Presentation