



# Job Advert

<b>JOB TITLE:</b>	<b>Payroll and HR Officer</b>
<b>CLOSING DATE:</b>	11pm Sunday 29 <sup>th</sup> January 2023
<b>START DATE:</b>	Monday 17 <sup>th</sup> April 2023
<b>SALARY:</b>	(SCP 14) £25,409 to (SCP 18) £27,344 + Local Government Pension Scheme
<b>LOCATION:</b>	Until the secure school refurbishment is complete, the post holder will benefit from <b>hybrid working</b> between home and the Oasis London offices (near Waterloo Train Station) with some visits to the secure school location – Thereafter, the role will be located at the Oasis Restore in Rochester, Medway, Kent.

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***Do you want to be a part of a determined and innovative team developing UK's first secure school?***

An exciting opportunity has arisen for a Payroll and HR Officer to join the People Services and Development Team which will play a key role in helping to create an innovative, inclusive, and therapeutic environment for staff and children alike. Initially the postholder will largely play a hands-on role in a mass recruitment, onboarding and induction program as well as helping the team to set up the payroll and pension arrangement and benefits offer to get the school operational and then as it becomes more established will provide a more broad, professional HR service that is in alignment with our ethos, values, best practise and employment law.

## The role and what we are looking for

We are looking for someone who already is, or is looking to make the next step, to being a Payroll and HR Officer. Somebody who is self-motivated, diligent, and willing to learn quickly through trial and error. You will have a once in a lifetime opportunity to help build a completely new organisation that has not been tried before in the UK and in the process, positively change the lives of both staff and disadvantage children in custody or on remand alike.

In your role as Payroll and HR Officer you will fully assist the People Services and Development department with all transactional activities required to manage the whole employee life cycle such as marketing, recruitment and selection, induction, inputting and analysing data for payroll and pensions, supporting Occupational Health referrals, all in alignment with the Oasis Restore ethos and values, best practise and employment law.

We don't expect you to do this alone. You will have the support of senior HR members of the People Services and Development team as well as an opportunity to collaborate with other HR teams within the wider Oasis family who communicate regularly to discuss ideas and share best practice.

## Our Secure School

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. To read more about us please visit our website [www.oasisrestore.org](http://www.oasisrestore.org).

## Our offer to you

As a newly established subsidiary of the wider Oasis Charitable Trust, you enjoy the benefit of being part of national organisation that employs teachers, youth and community workers, volunteers and supports staff to reach their full potential. Oasis Restore is currently in the process of developing its long-term offer for staff, we are developing this in consultation with our leaders.

- A once in a lifetime opportunity to create, develop and grow a new collaborative and innovative values-based organisation centred on caring relationships, discovery and community
- Integrated training, supervision and development including a comprehensive induction program
- Professional development and personal growth opportunities
- Support and sharing best practice with the wider Oasis family
- A competitive defined benefit pension scheme
- Staff wellbeing resources and allocated time to reflect, plan and thrive at work
- Family friendly and work-life balance policies and practices
- Expenses and travel costs (as appropriate)
- Eye vouchers scheme
- We are in the process of setting up a cycle to work scheme
- Free car parking
- We are in the process of setting up a new employee health care cash plan and employee discount scheme

We are also willing, if requested, to offer **4 day working patterns** for the successful candidate with a pro-rated salary or alternatively condensed 39 hours over 4 days.

## What are you waiting for? Apply today

Interested candidates should download the application form from our website

[www.oasisrestore.org/join-us/vacancies](http://www.oasisrestore.org/join-us/vacancies) and answer the below questions in the 'Personal Statement'

section in no more than 2 x A4 pages:

1. Why you are the right person to support the People Services and Development team in establishing a new, values-led organisation?
2. Give us a few examples of how you check your work's accuracy and tell me about a piece of work you produced where accuracy was essential and what you do if you make an error.

**Closing Date: 11pm on Sunday 29<sup>th</sup> January 2023**

**Interviews: Tuesday 7<sup>th</sup> and Wed 8<sup>th</sup> February 2023**

For more information or an informal discussion about this leadership role please email [recruitment@oasisrestore.org](mailto:recruitment@oasisrestore.org) to arrange a confidential phone call.

***We would like to take this opportunity to thank you for your interest in Oasis Restore and look forward to hearing from you in the near future.***

### **Safeguarding and Pre-Employment Checks**

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks including references and right to work checks. This post is also covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

### **Equality, Diversity, and Inclusion**

At Oasis Restore we recognise that our team is strengthened by the knowledge, experience and insights people from a wide range of backgrounds can bring. These beliefs and values are underpinned by decades of work and experience that Oasis has had in a wide range of sectors including education, housing and youth-work supported further by a wide range of independent research and studies elsewhere which evidence that creating teams with diverse experience and perspectives, and encouraging healthy debate, reduces the risk of 'blind spots' that often form barriers to success.

Oasis Restore aim is to attract and retain the very best diverse talent and role models to help create an innovative, caring and extraordinary working environment for our staff, that enables us to deliver exceptional, caring and psychologically informed learning experience for our students. We would therefore like to encourage applications from people with varied skillsets, life experiences, and from different backgrounds and sectors to help shape Oasis Restore. If you can demonstrate some of the criteria and believe you have what it takes, then we'd love to hear from you.

We're also very happy to answer any questions you may have so please don't hesitate to get in touch at [recruitment@oasisrestore.org](mailto:recruitment@oasisrestore.org).

*\*\*The Equal Opportunities Form will not be shared with anyone involved in processing your application. Please complete this as part of the application process. Please note that if you have a disability and you require this form or submitting the information with regard to this form in another format, such as in larger print, please contact the People Services team.*

