

RIPLEY ST THOMAS

CHURCH OF ENGLAND ACADEMY



Application pack

HR AND PAYROLL ASSISTANT

RIPLEY ST THOMAS

CHURCH OF ENGLAND ACADEMY

ripleystthomas.com
Ashton Road, Lancaster LA1 4RS



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October 2022

Dear Applicant

Thank you for your interest in applying for the position of HR and Payroll Assistant. I hope the attached documentation will provide you with the information you need and that you will feel encouraged to apply for this post.

Ripley is a large and very successful secondary school with a long history and great tradition. There are currently over 1750 children on roll, with 400 of these in the Sixth Form, and there are around 180 staff. We are privileged to work with wonderful young people who are keen to learn and eager to achieve.

The school serves a very wide community with pupils coming from around 60 primary schools. As the lead school in our MAT, The Bay Learning Trust, we work closely with other local schools to provide the best educational opportunities for children in the Lancaster and Morecambe area.

We are first and foremost a Church of England school. We seek to provide an education for life, enabling each member of our school community to flourish and to live life to the full. We want our young people to grow in body, mind and spirit during their time with us. This means we offer a broad and rich curriculum, alongside a huge range of co-curricular opportunities, so that each young person can discover where their God-given gifts and talents lie. We live out our Christian distinctiveness through regular acts of worship as well as through our Christian values which influence how we treat each member of our school community.

One of our most unusual features is our school farm. Pupils in Key Stage 3 all enjoy Agriculture and Horticulture lessons and it is a real pleasure to see our sheep, horses and alpacas in the school paddock when we arrive at school!

We are proud to be one of the highest performing non-selective schools in Lancashire. Our GCSE results are consistently amongst the best in the country, averaging around 85% 9-4 in English and Maths. We also have one of the largest school sixth forms in the country, offering a wide range of courses and welcoming students both from Ripley and from other local secondary schools. Ofsted and the Church School inspectors both said we were 'outstanding' at our most recent inspections and our teacher training provision was equally graded 'outstanding' in 2017.

We promote a culture of excellence here at Ripley and we expect the highest standards from our young people. We want pupils from all backgrounds and from all starting points to do well and we believe that the best way to achieve this is through excellent teaching, strong discipline and hard work.

We offer staff support and training of the highest quality at all stages of their career. We are looking for staff who are learners themselves, who are prepared to work hard and contribute

An education for life

Principal Mrs C. Walmsley
Chair of Governors Mrs S. Farrimond

The Bay Learning Trust. Company number: 07588464
Registered in England & Wales



to our whole school community, and who will support our ethos, whatever their own faith position might be.

At Ripley, we are committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. Appointments made are subject to satisfactory references and to an enhanced Disclosure and Barring Service check.

Please do take a look at our school website to learn more about who we are. I would particularly recommend the videos for Open Evening and for the Year 6 transition which will show you our magnificent grounds.

If you would like to visit the school prior to applying, please contact my Executive Assistant, Mrs Rees on the school number or by email reesj@ripley.lancs.sch.uk. If you would like to make an application, please complete the form and write a letter (no longer than 2 sides of A4 – font Tahoma 11) outlining how your skills and experience fit you for the post and how you will contribute to Ripley.

Ripley is a very welcoming and close knit community – we often talk about The Ripley Family – and it is a great place to work! If you would like to be part of this dynamic and successful academy and you feel you have the qualities we are looking for, I would encourage you to apply for this post.

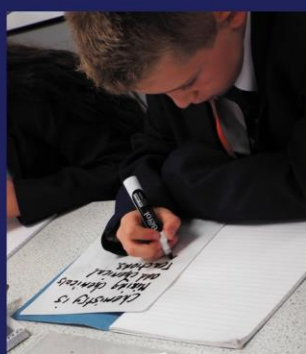
Yours sincerely



Mrs C Walmsley
Principal



Mrs C Walmsley



RIPLEY ST THOMAS CHURCH OF ENGLAND ACADEMY

Ripley was founded in 1864 by Julia and Thomas Ripley. Their gift to the city of Lancaster was our school with its beautiful buildings and grounds. The Ripleys' spirit of faith, hard work and service is still at the core of what we do now, over 150 years later. Today, Ripley is a school family made up of over 1750 children and young people and 180 members of staff. We continue the Ripley story by offering the best possible education to all our young people, firmly grounded in our Christian faith.

About us:

- Our pupils and students are fantastic—they are highly motivated and engaged young people with supportive and caring parents.
- As a Church of England school we aim to maintain a distinctly Christian ethos while being genuinely welcoming and inclusive.
- We have over 1750 pupils and students, including nearly 400 in our large sixth form
- The school admits 280 children into year 7 each year, and is heavily oversubscribed.
- Our long tradition of academic excellence places us among the highest achieving, non-selective schools in the country.
- Our Christian foundation is central to what we do and what we are.
- We offer a rich co-curricular provision, including music, drama and sport. We believe this gives our pupils and students essential buy in to the work of the school.
- We have the largest school sixth form in the area and we offer a very wide range of subjects. Our purpose built sixth form centre gives us a modern area in which to work and study. It allows us to have a distinctive sixth form which is still closely linked to the main school.
- One of our most unusual features is our working farm. All children in KS3 study Agriculture and Horticulture, and can opt to continue this study at KS4 and in the sixth form.
- We offer an academic curriculum and value hard work and high standards of teaching and learning.
- We are one of the highest achieving non-selective schools in the country, with 83% of our pupils achieving good passes in English and Maths in 2019.
- Pupils make good progress with us. In 2019 our progress score at GCSE was +0.24
- Religious Education is a core subject and is compulsory for all students at KS4. We are developing our core RE programme at KS5.
- We have very little "in year mobility". This stable population means that we can get to know every child and young person very well.
- We invest heavily in our pastoral system with teachers and support staff working as progress leaders in every year group.
- We are a lead school within the Bay Learning Trust. The Trust is growing fast and currently has four local schools working together. This gives colleagues the opportunity to work collaboratively with people in different contexts and is a way in which we promote career progression and CPD.
- We have a successful SCITT and we regularly recruit teachers we have trained.

ABOUT RIPLEY

Introduction:

Ripley St Thomas Academy started life as the Ripley Hospital, a charitable foundation endowed in 1864 by Julia Ripley in accordance with her late husband's wishes. Thomas Ripley was a local man who had made a fortune trading out of Liverpool and as he and Julia were childless they wished to spend their fortune in accordance with their Christian beliefs to benefit their home town. The Ripley Hospital originally provided for orphaned children in Lancaster and Liverpool. The buildings and the grounds were endowed by Julia Ripley and included a farm to ensure the children grew up well nourished. The farm still thrives and is one of our many unique features. The work of the Hospital continued until the outbreak of World War II when the building was requisitioned by the army. For three years after the war it was used as an emergency Teachers' Training College. After the trainee teachers left, the building became a National School, then a boys' secondary modern school. In 1966 the Boys' School amalgamated with St. Thomas Girls' School to become Ripley St. Thomas Church of England School. We became an academy in 2011, and set up the Bay Learning Trust in 2016 to ensure the school continued to serve its local area. The Bay Learning Trust now has four schools working in collaboration with a vision to ensure that all young people in the area have the opportunity to receive an excellent education.

A Church of England School

We take being a Church school seriously and expect all colleagues to support our ethos, whatever their own personal faith position may be. Our aim is simply to serve our local community through providing an outstanding education to children of all faiths and none. We emphasise our Christian distinctiveness through regular acts of worship, but more importantly by valuing and caring for every member of our community.

SCITT

Ripley is a School Centred ITT provider. We work in collaboration with other schools in the area to provide high quality training for new teachers.

Leadership

Mrs Catherine Walmsley took on the role as Principal in September 2020, following 15 years working at Ripley. She leads a forward-thinking and committed Senior Leadership Team. The team comprises two Vice Principals, one Senior Assistant Principal, a Head of Sixth Form, five Assistant Principals and the School Business Manager. We regularly offer internships to the Senior Leadership Team to give aspiring senior leaders opportunities for development.

Curriculum

Ripley aims to provide a challenging and broad curriculum from ages 11 - 18. Subjects are taught according in line with the National Curriculum and a wide range of teaching and learning styles are used to ensure that pupils are actively engaged in their lessons. We operate a two year KS4. In Years 10 and 11 all pupils follow a core curriculum of English, mathematics, science, RE, PSHE/RSE and PE. In addition, pupils select 3 option courses from a wide-ranging choice of GCSE subjects. We give our pupils the opportunity to take the EBacc suite of qualifications, with the most able following single science courses. The curriculum is based on five 60 minute periods per day, organised as a two week timetable.





Sixth Form

Ripley Sixth Form is incredibly popular and one of the largest school sixth forms in the area. Our Sixth Form is led by Mr Malcolm Sim, alongside an experienced team of Heads of Year and Sixth Form tutors. Our post-16 provision offers a wide choice of A Level courses, as well as a small number of BTECs. Students study three A Level subjects, alongside a tutorial and enrichment programme to complement their studies.

Pastoral care and academic guidance

The Progress Leaders, assistant Progress Leaders and Progress Tutors have responsibility for the welfare, academic progress and discipline of the pupils in their care. The tutors in each year group team have a particularly important role since they look after the same group of children as they move through the school. Time is set aside each day for a programme of activities designed to promote the pupils' social and learning skills, support literacy, and to enable tutors to get to know each pupil as an individual. Pupil Voice is important at Ripley and we have an active School Council and Year Group Councils.

Links between home and school

We aim to develop strong links between home and school. We hold consultative evening meetings between staff and parents to discuss any concerns, acknowledge successes and agree targets for further improvement.

Parents also receive termly monitoring reports and are provided with regular communications about developments in school.

In addition, we publish newsletters and organise information evenings for parents at key points in their children's education, together with prize evenings to celebrate the success of pupils at different Key Stages.

Special educational needs and disabilities

At Ripley we place equal value on the education of all pupils. Those with special educational needs or disabilities are encouraged to achieve their potential within each curriculum area. Teaching assistants also offer additional individual support. Some pupils are withdrawn from lessons for brief periods to work with specialist staff.

Co-curricular activities

A wide variety of out-of-school clubs and activities are available to pupils. These vary across the academic year but might include cookery club, drama club, eco club, farm club and many others. There are a wide range of opportunities in physical education with hundreds of children involved in sports team practices every evening. The school enjoys a national reputation for music; we have school bands and choirs, and a large number of musical functions are held annually. There are also excellent opportunities for pupils to begin or continue instrumental tuition as well as to participate in the annual school musical production. Educational visits and exchanges all appear in our annual programme. Enrichment activities are vital to the development of our pupils and we continue to seek new and exciting educational opportunities to develop each individual.

School uniform

We set high standards of personal appearance. Pupils are expected to dress smartly for a learning environment. School uniform is compulsory for all pupils in Years 7 to 11.



ICT resources

In recent years the school has invested heavily to develop our ICT provision and we have a state of the art wifi system and an excellent Virtual Learning Environment. Every teacher has a laptop for personal use, and a PC in their classroom.

Ripley active in the community

Pupils and students at Ripley are encouraged to learn from the expertise, experience and information available within the local community. The school in return aims to provide a significant contribution to the community through the high-quality education, guidance and care we provide for our young people and through participation in fundraising and community service. We give the opportunity to children in local primary schools to join us for enrichment activities and to take part in a range of programmes. Ripley is active in its support of charities and we organise a number of fundraising activities. We are also committed to sustaining and extending our links with local businesses, both to enrich the curriculum and to encourage sponsorship and financial support for the work of the school.

Our local area

Despite being a university city and home to 138,000 people, over two thirds of Lancaster is classed as rural area. Surrounded by many pretty villages, it is a very pleasant place to live. Lancaster benefits from excellent rail and road links, indeed the school is easily accessed from the M6 motorway. The city offers the usual attractions of a vibrant place to live, but also has some beautiful areas of outstanding natural beauty on the doorstep. The coast is easily accessed; Blackpool, the beautiful Fylde Coast and Morecambe Bay are within 40 minutes' drive. The Lake District is 30 minutes away. Liverpool and Manchester are less than 1 hour away. London is less than 3 hours away by train, with Lancaster being a mainline west coast station, giving easy access to Scotland.



The Historic City



Crook O' Lune



Lancaster Castle



Williamson Park

WHY WORK FOR US?

- A bespoke CPD programme for all staff, exciting career opportunities
- Access to a range of Middle and Senior Leadership Programmes.
- Visible and high profile Senior Leadership Team
- Collaborative planning with centralised, shared schemes of learning and resources
- Close working relationship with colleagues across our multi-academy Trust

Employees can benefit from:

- Competitive salary
- Pension scheme
- Family-friendly leave, pay and working arrangements
- Free on-site parking
- Use of the school fitness suite, running track and pool
- Use of the school chapel for quiet reflection and prayer
- Relevant CPD opportunities
- An enthusiastic and highly professional staff team
- A professional working environment in which all staff are valued, listened to and encouraged to use their gifts and talents

**“
The academy demonstrates
excellence in all aspects of its
work”** Ofsted

**“
Outcomes for all groups of
students are outstanding”** Ofsted

**“
Students receive outstanding care,
guidance and support”** Ofsted



ABOUT THE BAY LEARNING TRUST

The Trust was set up by us in 2016. In 2018 Carnforth High School joined the Trust family, and they were subsequently joined by Morecambe Bay Academy and Central Lancaster High School in 2019.

It has been very exciting to see the development of the Trust over the last eighteen months; we are now able to make a significant contribution to the education of young people in our local area. The Trust's priority is to improve the quality of education in all our schools and so enhance the life chances of our young people. Equally importantly, we want to develop well-rounded and considerate students who will contribute to their local communities and make a positive difference wherever they are. An excellent education is about more than examination results!

OUR VISION AND VALUES

Our Vision:

Our vision is to build a family of like-minded primary and secondary schools in the geographical area of Morecambe Bay who work and learn together to secure an excellent education for all our young people.

Our Values:

- Reciprocity: every school contributes to our learning
- Generosity: we are all concerned about all our schools and support each other willingly
- Honesty: we acknowledge both our strengths and weaknesses
- Humility: we recognise that we all have much to learn

OUR PRINCIPLES AND AIMS

Our Principles:

- Our young people always come first
- Our young people should have opportunities to develop in body, mind and spirit
- Our young people can all be successful

Our Aims:

- Improve and sustain high levels of school performance
- Develop a self-sustaining community that learns from each other and from the best available external practice
- Allow schools to focus on teaching and learning through a central team that supports them with finance, buildings and staffing
- To ensure that our schools remain financially sustainable
- Develop our premises to create the best possible learning environment



JOB DESCRIPTION

Role:	HR & Payroll Assistant
Grade:	NJC APT&C Grade 6 Points 11 – 19.
Salary Range:	£14,400 - £16,674 (FTE £24,054 - £27,852)
Hours:	25 hours per week, term time only plus two weeks Hours to be worked over the 5 working days. Hours may need to be flexible at peak work times with prior notice and planning.
Paid Weeks per year:	46.20 which includes 6.20 weeks of pro rata holiday, bank holiday and statutory days
Start Date:	As soon as possible
Responsible to:	School Business Manager

Job purpose:

To assist with the HR & Payroll functions within school, with significant focus on maintaining HR correspondence, job descriptions, file management and payroll procedures including the calculation of salaries, checking/reconciliation of monthly payroll and input of staff pay claims. This role could include dealing with correspondence or enquiries from staff, parents and pupils and co-ordinating, monitoring and updating HR routines.

HR Routines

- Support with the maintenance of the Single Central Record in accordance with safer recruitment legislation by ensuring information/data is passed on accurately and in a timely manner.
- Ensure that all paperwork is processed in accordance with Trust Policy and statutory requirements
- Create, update and maintain all personnel files in accordance with GDPR (both in hard copy format and electronically)
- Compose and issue letters e.g. appointments, contract changes, leavers, disciplinary
- Update and maintain academy and trust systems with accurate employee data (e.g. SIMS)
- Monitor and provide information on staff absence levels
- Take minutes and produce accurate notes in a timely manner
- Deal with HR queries, escalating matters to the School Business Manager when necessary
- Booking courses which relate to staff and professional development.
- Support with Professional Development administration (CPD), including assisting participants with course queries and related issues.

Payroll Routines

- Check and process all pay claims in accordance with Trust policy
- Submit monthly payroll amendments to the payroll department within set timescales
- Ensure that information relating to appointments, contract changes, parental leave, unpaid leave, absence, leavers etc is submitted to the payroll department in an accurate and timely manner
- Respond to payroll queries from employees

- Keep accurate payroll records, maintaining and updating payroll files to comply with audit requirements
- Signpost employees to the relevant pension websites and explain scheme rules
- Liaise with the Trust's payroll department for advice on resolving employee queries

The successful applicant will be expected to demonstrate a high level of professionalism and confidentiality at all times, be able to work under pressure and meet tight deadlines. You will be proficient at problem-solving and ideally have experience of developing your skills in a busy HR and Payroll environment. The routines listed are not exhaustive and your duties will include any associated financial tasks, consummate with your grade.

Individuals in this role will also:

- Manage the school Asset Register and send out appropriate correspondence to employees for completion in a timely manner.
- Contribute to the marketing of the school through emails, newsletters and promotion of staff CPD opportunities.
- Support the HR function by looking into funding opportunities which will benefit all members of staff.

Essential Criteria:

Grade C, GCSE (or equivalent), in English and Maths

Excellent oral and written communication

Excellent time management and organisational skills

Ability to work well within a team and follow instructions

Ability to deliver a high level of customer service to the Academy

Awareness of spreadsheets and manipulation of data

Ability to interpret and communicate Academy policies to relevant parties

Desirable Criteria:

Experience of working in a busy HR and Payroll department

Evidence of an HR / Payroll qualification

Knowledge of finance software packages (SIMS, Oracle, Sage etc)

Knowledge of SIMS Personnel

Advanced EXCEL and word processing skills

Academy Vision Statement

As a Christian community, we aim to provide an education which enables all members of our Ripley family to flourish academically, personally and spiritually. Through acts of faith, hope and love, we encourage our young people to live well, to serve others and to make a difference in the world.

'And now these three remain: faith, hope and love. But the greatest of these is love.'

1 Corinthians 13:13

We aim:

1. We aim to follow the examples and teaching of Jesus Christ.
2. We draw inspiration from the vision of Julia and Thomas Ripley by continuing their work of providing care and education for all.
3. We strive for a culture of excellence in all we do and we are ambitious for all members of our community.
4. We provide a rich curriculum and co-curriculum which develops pupils in body, mind and spirit.
5. We love and care for one another, treating each other with kindness, dignity and respect.
6. We understand that the wellbeing of our pupils and staff is the key to flourishing.
7. We have a commitment to creation and the stewardship of our planet, as well as service to our community.

All staff are expected to model the following values, behaviours and attitudes:

- Actively supporting, articulating and promoting the Christian values and ethos of this Church of England Academy
- Putting pupils first and being positive about young people
- Committing fully to the safeguarding of pupils
- Having a commitment to excellence and high standards in everything we do
- Having, and communicating, the highest expectations of young people academically and personally
- Having a commitment to social justice and equality of opportunity
- Being committed to ethical behaviour: demonstrating integrity, honesty, resilience, professionalism, kindness and humility
- Behaving in a professional manner with staff and pupils at all times, treating all members of the school community with dignity and respect
- Contributing to the overall aims of the school by complying with and implementing school policies and by working collaboratively as part of pastoral and academic teams.
- A willingness to contribute to school life beyond the curriculum

SELECTION PROCESS

Application	Interview Activities	Formal Interview
<p>Through your application form and letter, we are looking for:</p> <ul style="list-style-type: none">• Previous experience• What positive impact you could have on our school• Your personality, attitude and what makes you unique• Why you want to work at Ripley St Thomas	<p>The following activities may form part of the interview day:</p> <ul style="list-style-type: none">• Tour of the school• Job related task• Meet with department staff	<p>The interview panel will comprise the Principal and senior staff</p>

In line with our safeguarding policies, we are unable to accept CVs. To apply for this post you must complete the application form.

APPLICATION CLOSING DATE

**The closing date for applications is
midday on Monday 28 November 2022**

Shortlisted candidates will be contacted shortly after this date.

Applications may be submitted by email to reesj@ripley.lancs.sch.uk or returned by post to the school.

Ripley St Thomas CE Academy and the Bay Learning Trust are committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. Appointments are subject to an Enhanced Disclosure & Barring Service check. Further details will be sent to shortlisted candidates. It is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.