



# Generations Multi Academy Trust

**HR & Payroll Officer**

**Required: November 2024**





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## **GENERATIONS MULTI ACADEMY TRUST**

### **HR & Payroll Officer**

**Required for January 2025**

**Salary: H6-H7 (Full-Time Equivalent: £28,322 - £33,064pa, Actual Salary: £22,581 – 26,361pa) depending on skills and experience**

**29.5 hours per week, all-year**

**The exact working pattern is to be agreed with the successful candidate but will need to include working on a Friday**

In this HR generalist role you will apply your professional expertise on a range of employee case work in an organisation where people are at the heart of our values, processes and ambitions.

Reporting to the HR Manager, you will have the opportunity to apply and develop your skills across the spectrum of HR practice, from absence management to disciplinary investigations, family leave and performance management. In addition, you will be responsible for an effective payroll administration service therefore experience in this area would be helpful.

The successful candidate will have experience balancing an HR advisory role alongside payroll admin. You will be comfortable applying your own initiative to work in a proactive, accurate and empathetic way. The ideal candidate will either already have a CIPD qualification or will be working towards a Level 5 in HR Management.

In return, we can offer you:

- expert mentoring from within the HR team
- the opportunity to work with professional, committed and ambitious colleagues in a genuinely collaborative working environment
- highly aspirant schools, with engaged students
- a comprehensive staff benefits package

**If you are interested in this exciting role, please contact the HR Team at [hr@generationsmat.herts.sch.uk](mailto:hr@generationsmat.herts.sch.uk) for the full recruitment pack and application form**

**Closing date for applications: 1<sup>st</sup> December 2024**

**Interviews will be held: w/c 9<sup>th</sup> December 2024**

**The Trust reserves the right to process applications as they are received and early applications are encouraged.**

Generations Multi Academy Trust is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Please note that this role 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions)

Order 1975 (as amended in 2013). Further information is available on the school's website.



## A WELCOME FROM THE PEOPLE DIRECTOR

Thank you for your interest in the HR & Payroll Officer position at the Generations Multi Academy Trust (GMAT).

This information pack has been created to share with you some key information about life at the Trust and the role of the HR department.

GMAT is based in Cheshunt in Hertfordshire and currently has two secondaries and one primary school. We also have an independently run Nursery provision on one of our sites. We currently support around 2,620 students and 365 members of staff across our three schools. The Trust will imminently be expanding with the addition of a second local primary school who are due to join GMAT from January 2025.



*Lisa Cardinali, People Director*

Partnership is at the heart of all our work, founded in a core commitment to there being *no set destiny for any child, regardless of their starting point*, and work across the Trust focuses directly on this as our shared aim.

All of the schools are within close proximity of each other and benefit from a fully centralised suite of services encompassing Finance, Human Resources, ICT, Facilities, Data and Income Generation, all of which provide dedicated, professional support to each of our schools and their senior teams.

The theme of partnership is reflected in the relationships that every member of the HR team has built with the school communities; we work as trusted advisers on employment-related matters to leadership, managers and employees. At the heart of our role is the provision of advice on the whole range of employee relations issues. The HR Team is also responsible for recruitment, management of the payroll function and championing the Trust's wellbeing programme. Within an education setting, safeguarding is of paramount importance with the HR Team playing a key role on the application of Safer Recruitment and Keeping Children Safe in Education principles.

As our new HR & Payroll Officer, you will have the opportunity to be involved in the full range of the HR Team's work, applying your current expertise on case work and developing your skills in areas where you, perhaps, haven't had as much exposure to date. We are a genuinely supportive team, helping each other through those inevitable peaks and troughs of life in a HR department.

Our ideal candidate will also have had some experience of completing payroll administration and will be able to apply a strong eye for detail to all their tasks.

Below you can see the key areas of the HR Team's focus alongside our core values, neatly encapsulated under the HR Team's Mission Statement. All the HR team had a role to play in creating this statement and I am proud to have captured input from every member in creating this true embodiment of team-working.

## The HR Team's Mission Statement

The Trust's Vision:			
<p>To provide outstanding education for all students</p> <p><i>Support functions will focus on:</i> The service provider model Professionalisation of service provision Schools as clients</p>	<p>To grow large enough to reap the benefits of centralised services</p> <p><i>Support functions will focus on:</i> Leveraging further economies of scale</p>	<p>To grow to include a blend of primary and secondary schools</p> <p><i>Support functions will focus on:</i> Supporting growth aspirations Scalability</p>	<p>To encourage innovation, firmly focused on maximising the monies available to schools and staff</p> <p><i>Support functions will focus on:</i> New income streams</p>



Prospective candidates are welcome to meet with me, either in person or on the telephone for an informal discussion. To do so, please email me directly at [LCA@generationsmat.herts.sch.uk](mailto:LCA@generationsmat.herts.sch.uk) to arrange a suitable time.

Thank you again for your interest.

Lisa Cardinali  
People Director



# **JOB DESCRIPTION**



## Generations Multi Academy Trust Support Staff Job Description

<b>JOB TITLE:</b>	Human Resources & Payroll Officer
<b>LOCATION:</b>	MAT Central Team, based at Goffs-Churchgate Academy with travel to other schools within the Trust
<b>WORKING HOURS:</b>	29.5 hours per week, all-year Exact working pattern to be agreed with the successful candidate but it will need to include working on a Friday The standard working days are Mon-Thurs 08:00-16:00 (with a half-hour unpaid break) and Fri 08:00-15:30 (with a half-hour unpaid break)
<b>GRADE AND SALARY RANGE:</b>	H6 – H7 (£28,322 - £33,064pa full-time equivalent) depending on qualifications and experience (£22,581-£26,361pa actual salary)
<b>PURPOSE OF YOUR JOB:</b>	To provide pro-active guidance to line managers and employees on the full range of employment related matters To provide an efficient and accurate payroll admin service
<b>REPORTING TO:</b>	Human Resources Manager
<b>STAFF REPORTING TO JOB HOLDER:</b>	None
<b>CONTACTS WITHIN THE TRUST:</b>	All staff including leadership, Local Academy Board members and Trustees
<b>CONTACTS OUTSIDE THE TRUST:</b>	Professional services providers such as Access People and HfL, job applicants, recruitment agencies, contractors and visitors
<b>MAIN TASKS AND RESPONSIBILITIES:</b>	Employee relations: <ul style="list-style-type: none"> <li>• Acting as a trusted adviser to line managers and employees on employment-related matters (such as Family Leave and performance management), ensuring that all advice is in line with Trust policies and best practice</li> <li>• Applying sound absence management practices, for example holding health review meetings, acting on triggers, liaising with occupational health providers and working to reduce the impact of long-term absence</li> <li>• Accurately drafting employment documents, such as pay award or change of terms letters, and actioning the resulting changes to terms and conditions or pay on the Trust's online HR system</li> </ul>



	<ul style="list-style-type: none"> <li>• Providing HR guidance to managers leading disciplinary/grievance investigations or formal processes</li> <li>• Overseeing the HR email inbox, responding to queries in a professional and approachable manner</li> <li>• Supporting the review of employment policies and processes</li> </ul> <p>Payroll administration:</p> <ul style="list-style-type: none"> <li>• Ensure the accurate completion of payroll instructions to our outsourced payroll service</li> <li>• Complete the accurate monthly checking process alongside the Finance Team</li> <li>• Develop a sound understanding of payscales and pay calculations</li> <li>• Respond to employee queries in a timely way</li> </ul> <p>HR administration:</p> <ul style="list-style-type: none"> <li>• Supporting the annual cycle of probation and appraisal processes, escalating any concerns to the HR Manager/Director</li> <li>• Supporting the preparation of routine metrics and the annual staff workforce CENSUS</li> <li>• Delivering new staff HR inductions and ensuring that information in induction packs is up-to-date</li> </ul> <p>Recruitment:</p> <ul style="list-style-type: none"> <li>• Working alongside HR colleagues, as required, to accurately complete pre-employment checks in line with Safer Recruitment standards/DBS protocols and ensuring the accurate/timely entry of data onto our Single Central Register for all individuals engaged to work on the school site</li> <li>• Supporting the wider HR Team with the administrative elements of the recruitment process</li> </ul>
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Trust will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Trustees to reflect or anticipate changes in the job which are commensurate with the salary and job title.



# **PERSON SPECIFICATION**



## PERSON SPECIFICATION

### HR & Payroll Officer

No	Categories	Essential / Desirable	Application Form	Interview/ Task
<b>QUALIFICATIONS</b>				
1.	5 GCSEs (incl. Maths and English Grade 4 (or equivalent))	E	✓	✓
2.	Qualified, or working towards, a Level 5 qualification in Human Resource Management, or equivalent	D	✓	✓
3.	Evidence of continuing professional development and training	D	✓	✓
<b>EXPERIENCE</b>				
4.	Experience in providing HR advice in a range of employment matters e.g. sickness absence, performance management, disciplinary investigations etc	E	✓	✓
5.	Experience of payroll administration	E	✓	✓
6.	Experience of completing tasks within tight deadlines	D	✓	✓
7.	Experience of working in an education setting	D	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
8.	Strong communication skills and an ability to build and maintain strong relationships with colleagues/ stakeholders in a respectful and approachable manner	E	✓	✓
9.	Able to apply initiative and manage own workload competently	E	✓	✓
10.	A high level of attention to detail and accuracy in all work undertaken	E	✓	✓
11.	Ability to show empathy alongside rigour in dealings with stakeholders	E	✓	✓
12.	Excellent IT skills (including Microsoft Office) with the ability to use online systems to input data and draft reports	E	✓	✓
13.	Willingness to undertake ongoing CPD relevant to the position and be a reflective practitioner	E	✓	✓
14.	Knowledge of child protection procedures or the ability to learn	E	✓	✓
15.	Commitment to support the Trust's agenda for safeguarding and equality and diversity	E	✓	✓

16.	Flexible, able and willing to work extra hours to meet business needs; weekend and evening work may be required	E	✓	✓
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**INFORMATION ABOUT THE  
GENERATIONS MULTI  
ACADEMY TRUST**



## Information about the Generations Multi Academy Trust



Welcome to our information pack about the Generations Multi Academy Trust. GMAT is a cross-phase Multi Academy Trust based in Cheshunt, currently comprising two secondaries and one primary - Goffs, Goffs-Churchgate and Flamstead End School. It is our hope that a further primary, Andrews Lane School, will join our partnership from November 2024. Across the piece, GMAT currently has just under 3,000 students in its care and employs just under 400 staff. From Spring 2023, the

MAT opened nursery provision on the Goffs-Churchgate site, with subsidised and term-time only places for staff. The nursery is run by Ashbourne Nurseries - <https://ashbournedaynurseries.com/>

The MAT is extremely clear about its daily purpose, reflected in its motto of “No Set Destiny for Any Child.” All of our schools, leaders and staff fiercely believe in the life-changing nature of education and work tirelessly to that end, day in and day out. There is no set destiny for any of the children in our care; rather, our daily work across the piece allows children to forge new futures and destinies.

**Flamstead End School** is a thriving primary school in Cheshunt with approximately 485 children on roll. It has a Preschool, 60-place nursery offering 30 hours provision and two classes per year group from Reception to Year 6. Flamstead End is a 'Therapeutic Thinking' school and seeks to understand and support children's behaviour so that they are able to learn and achieve to the best of their ability. The school is a tight knit community, with a well-established staff who care for one another and the children in their charge.



**Goffs-Churchgate** is a fully mixed comprehensive school for 11-16 year olds, with just over 600 students on roll. The school has rightly established a very strong reputation for both its academic outcomes and its close-knit, nurturing community, receiving over 600 applications for 120 places for 2024 admission. The decision to cap student numbers at 600 is entirely deliberate, enabling us to maintain a strong sense of community where everybody knows everybody else.

**Goffs** is a mixed 11-18 comprehensive Academy with approximately 1,600 students on roll, including a thriving and successful Sixth Form. The school is also extremely popular in the local area, with an average of over 800 applications annually for the 240 places available, and significant waiting lists for places across the year groups.



All of our schools enjoy extremely high levels of applications and are over-subscribed. The schools are within close proximity of each other and share many activities, including CPD for staff. One of the Trust's fundamental principles is that no one school is in any way more important or successful than the other. As such, CPD and other events are rotated through schools in the Trust, with everyone learning from and sharing with each other. This collegiate and collaborative approach permeates our Trust.

Staff and students work in modern, professional environments, with all schools benefitting from recent building projects including a full, £20million rebuild at Goffs. The facilities provide light, modern, professional and a fit for purpose working environment for all.

Notwithstanding a highly challenging funding situation for schools generally, the MAT remains financially secure. Finances are overseen by a Chief Finance Officer with considerable financial expertise in the private sector. The Trust deliberately created an Income Generation function, and extensive lettings and business development work now takes place across all sites in the MAT. This additional income – now yielding in excess of £500k per annum – underpins generous levels of staffing at our schools, plus many “extras” that would otherwise be unaffordable in the current funding climate.

Our schools pride themselves on their sense of community – both within the school itself, and in the wider locality. Visitors to our schools unfailingly comment on a very real sense of community, coupled with warmth and pride. Our schools are members of Cheshunt Extended Services (ChExS), offering a variety of extended school and community-based activities for both students and parents. Our students actively support local charity work such as the Isabel Hospice and maintain strong links with our local primary schools.



Our schools are proud to be truly community-based schools, with students and staff from different religions and a number of languages spoken in each school. As a Trust we recognise and celebrate what makes us unique and different, and acknowledge that we are also part of one community. Our aim is for everybody to feel valued and respected and we strive hard to ensure we create a positive culture within the schools to enable this to happen.

We are looking forward to further widening our Trust and to working in partnership with both primary schools and further secondaries. Further information about GMAT can be found here: <https://generationsmat.com/>

## **Outcomes**

### **Goffs Academy**

Exam results in 2024 reflect another year of huge success for Goffs. The results reflect a 3 year upward trend and an impressive improvement on the excellent outcomes achieved across the headline measures last year.



At A-Level, continuing the upward trend of recent years, students achieved another excellent set of exam results, including an overall 100% pass rate. 64% of Year 13 students secured a university or college place to start in autumn 2024. The wide range of university or further education courses onto which students have progressed include Law, History, Geography, Maths, Finance, Physics and Biomedical Science, other students have gained places on fiercely competitive apprenticeships in areas such as Civil Engineering and within the NHS. Our Sixth Form has an excellent

reputation in the local area, over the past three years the numbers of students applying to join our Sixth Form has continued to increase, such that we now have approximately 400 Sixth Formers within our school community.

GCSE highlights include:

- Extremely strong progress scores across the headline measures with results considerably above the national average (Estimated progress 8 score: 0.24).
- Particularly impressive outcomes in English and Maths; both subjects achieved a progress score significantly above the national average. English Language performed particularly strongly at grade 4+ and grade 5+ exceeding the national average of students achieving these grades by 20%. Maths performed particularly strongly at the top end with 28% of students achieving grade 7+. This is very comfortably above the national average of 17%.
- 72% of students achieved grade 4 or above in English and Maths (6% above the national average).
- 52% of students achieved grade 5 or above in English and Maths (6% above the national average).
- 21% of the GCSE grades were at grade 7 or above.
- The percentage of students entering the full Ebacc was 64% which is significantly above the national average of 39%, and the Hertfordshire average of 47%.

### **Goffs-Churchgate Academy**

Exam results in 2024 have once again produced an overall estimated progress score significantly above the national average and reflect the continued success the school has achieved since joining the Trust in 2017.



Highlights include:

- Exceptionally strong progress scores across the headline measures, with the overall progress 8 score significantly above the national average for a third year in a row. (Estimated progress 8 score: 0.38).
- Excellent outcomes were achieved in Maths and the performance in English was phenomenally strong (Estimated Maths progress score: 0.33. Estimated English progress score: 0.63).



- The outcomes at the top end were particularly impressive with the progress score for the students with high prior attainment very significantly above the national average.
- There was a 12% increase in the percentage of students entering the full Ebacc to bring the overall entry figure to 67% which is significantly above the national average of 39%, and the Hertfordshire average of 47%.

### **Flamstead End School**

Extremely strong outcomes were achieved across the school in 2024. The improvements in this year's outcomes are reflective of the rapid whole school improvement that has taken place in Flamstead End School since joining the Trust in January 2023.



Highlights include:

- The percentage of students achieving Good Level of Development in Early Years, at 72% remains above the national average of 68%.
- Very strong Phonics outcomes in Year 1 with a 90% pass rate. This is 9% above the national average and reflects an 8% increase from last year.
- Outcomes in the Multiplications Tables Check were particularly strong at the top end with 50% of the cohort achieving 24 or 25 marks.
- Key Stage 2 SATs results across the board are extremely strong and comfortably above both the national and Hertfordshire averages: There was particularly impressive performance in Key Stage 2 Writing with 80% achieving the expected standard (National average: 72%), and 32% achieving greater depth, which is considerably above the national average of 13%.
- Key Stage 2 Maths outcomes at the higher standard were excellent with 40% of the cohort achieved the higher standard, which is 26% above the national average.

### **Staff Development**

The Trust has an extremely strong reputation for staff development, for both teaching and support staff. Developing the next generation of school leaders, both middle and senior, plus future Headteachers for those who wish to pursue this, is a responsibility that we take very seriously. We have a full suite of staff leadership development which staff can join be they an ECT or highly experienced colleague.



In addition to whole staff training days, we disaggregate a number of hours for training every year. This allows staff development to be highly personalised as staff can opt for the training which best meets their needs, including the opportunity to do a research project in partnership with Cambridge University. Many use their disaggregated time to coach others or to receive coaching. Moreover, there are specific training sessions for ECTs and other interested staff which run each week after school.

We also place a lot of emphasis on 'on the job' training and support. A thorough induction scheme is available to all new staff, and mentors/buddies are assigned to guide you through those new

routines. Finally, external courses can of course be booked if, on very rare occasions, we cannot cater for a particular training need in house.

### **Leadership Development**

The Trust's Leadership Academy encompasses both staff and student leadership development through a series of student led groups and staff leadership pathways. The staff programme specifically provides opportunities for:

- Aspiring Middle Leaders;
- Aspiring Senior Leaders.

All pathways are personalised for the individual and staff receive one to one support from a mentor alongside working on a whole school project. Both support staff and teaching staff are welcome to join the Leadership Academy at any point in their career.

A full suite of leadership training is offered with a range of sessions including:

- Communicating vision and values
- Developing your leadership approach
- Building a high performing team
- Supporting your team
- Leading your team day to day
- Quality assuring effective teaching
- Observation for improvement
- Using data for impact
- Fostering positive behaviour for learning
- Leading and managing innovation and change

Attendance to all training sessions leads to certification by the SSAT. In addition, we encourage aspirant Senior Leaders to take part in the SSAT 'Stepping Up to Senior Leadership' training programme, which includes four external sessions throughout the year. As part of the Trust's commitment to developing future leaders, a number of the existing Senior Leadership Team across both secondary schools gained experience through an 'Associate' SLT position before gaining substantive leadership posts.

### **Trust Staff Benefits**

Alongside our very strong focus on outstanding professional development and promotion opportunities, we also offer a range of benefits including:

Competitive base salary with a tailor made development plan aimed at enhancing your future [earnings] potential through:

- High quality, personalised CPD;
- Bespoke leadership development programmes;
- Subsidies for Masters and Degree courses;
- Secondment and shadowing opportunities;
- As part of our Multi Academy Trust, "Generations", potential to work across more than one school to develop career enhancing skills and knowledge;

- Supported Nursery provision with Ashbourne at any of their nurseries in the **Buckinghamshire, Essex, Hertfordshire, Northamptonshire, and Bedfordshire area**:
  - 15% discount for all Trust staff
  - Term time only places are available.
  - A school day would be 9.00am – 3.00pm
  - “Sundries” would be applied to a child taking up a funded only space (e.g. 30 hours funding only). This covers the cost of: meals, snacks, nursery resources
- All staff have access to a wide range of health and wellbeing resources which includes an **Employee Assistance Programme via Spectrum.Life** who offer a wide range of health and wellbeing resources, plus access to counselling for staff and their immediate family. **The EAP service is accessible 24/7, 365 days a year and is a completely free and confidential service;**
- The MAT adheres to the STPCD for its teaching staff;
- Cycle to work scheme;
- Onsite car valeting at a reduced price for Trust staff;
- Substantially discounted membership to Lifestyle Fitness’s state of the art purpose built gym, at Goffs Academy.

Additional financial incentives and tax efficient benefits, including:

- Exam marker payment of £400 plus 2 days paid leave to do the marking (1<sup>st</sup> year);
- Payments for staff taking weekend sporting fixtures: staff paid £200 for leading a minimum of six Saturday fixtures plus 6 weekly training sessions;
- An overnight allowance of £50 for school trips taken over a weekend or any school holiday;
- A £1,000 Employee Referral Scheme (i.e. finder’s fee) for any qualifying positions that you refer the successful candidate for: £500 on the person starting, and £500 if the person is still at the school 12 months later.

Access to a wide range of health and well-being resources including:

- New, professional, and fit for purpose working environments;
- Free use of a range of sports and leisure facilities including a fully equipped gym and swimming pool;
- Occupational Health & counselling support;
- Free flu jabs;
- Subsidised social events;
- Free tea, coffee, and milk for staff;

**Alison Garner**  
**Chief Executive Officer**  
**September 2024**

# Staff Wellbeing Commitment

## Mental Health First Aid Team

We have trained Mental Health First Aiders across our staff body. They are available to listen and provide support with emotional and practical help, no matter how big or small your mental health need. Information on mental health awareness is regularly shared with staff.

## Fitness facilities and classes

A discounted rate at Lifestyle Fitness situated in the Goffs Academy grounds. Weekly after-school yoga classes, available for all staff to attend.

## Free flu jab

An annual flu jab is available every winter, free of charge.

## Minimising emails

We have a strict policy that no emails should be sent before 7am or after 7pm and no emails should be sent at weekends. No all-staff emails are to be sent during 8.30am and 3pm unless in an emergency.

## Two-week October half-term

Holidays are carefully planned throughout the year with a two-week October half term to allow term-time staff to rest and relax during the Autumn term. For all-year staff, holiday periods generally present a quieter working environment and some downtime. All-year staff can also compress their hours in holiday periods to enable an earlier finish.

## CPD

All staff are encouraged to plan their professional development and the Trust actively supports such learning and development.

The Trustees and Senior Management will work closely together to ensure that we create a professional working environment that empowers our students and staff to flourish within a respectful, responsible and resilient community. Your wellbeing and positive mental health lies at the heart of this commitment.



## Integration into our schools

All MAT staff are encouraged to spend time in our schools, getting to know the communities and working in partnership with them. You are invited to attend weekly staff briefing sessions to hear updates/key news items plus join in school events.

## Employee assistance programme

A confidential, in-the-moment, 24/7 advice line that you and family members can access for support on a range of issues that could be affecting your home life, work life or general wellbeing. You may be referred for counselling sessions following your initial assessment. Our EAP provider also offers access to a host of wellbeing resources linked to fitness, meditation, personal development, mindfulness and nutrition alongside discount vouchers.

## Dedicated staff spaces

MAT Staff are encouraged to use Churchgate's staff room. This offers some downtime away from the MAT Offices and the chance to build good relationships with colleagues. We are looking to make some aesthetic improvements to the MAT kitchenette area. A prayer room is available for quiet prayer and reflection. You can also take advantage of our extensive grounds and are encouraged to take a regular lunchbreak.

## Community events

We seek opportunities to bring the school community together for events across the year.



## Complimentary tea and coffee

Complimentary tea and coffee is available at all locations.

## Recognition

Our schools have various opportunities to recognise achievements across our staff body and are encouraged to think about recognising MAT staff alongside school-based colleagues.

## Open and honest communication

Regular staff surveys and working parties are held with a focus on work that is low impact for staff and high impact for students to ensure we can focus our time and efforts on creating the most positive impact.

## Discounted onsite car valet

A high-quality valet regularly visits our schools to offer a convenient service at a discounted rate.

## Cycle to work scheme

You can purchase a bike and associated equipment via a salary sacrifice arrangement which enables you to make savings whilst keeping fit and healthy.

## Flexible working

Our Flexible Working Policy is available for staff to make applications to vary their working arrangements. Lots of our staff body work on a part-time basis to manage their worklife balance. Leaders are encouraged to take strategic time away from the school site. All-year MAT staff may be able to work from home in school holiday periods, where appropriate.

## 100% attendance award

You will be rewarded with a day's additional leave with the achievement of 100% attendance during an academic year.