

JOB DESCRIPTION	
Post Title	Payroll Officer
Profile	BS3.5
Grade	6
Grade Spinal Point Range	21-26
Accountable SLT post	Trust Business Operations Manager
Line Manager of Postholder (if different)	Finance Manager
Staff to be supervised or line managed by post holder	N/a
Post holder will work with	Trust Business Operations Manager Finance Managers HR staff Other teaching and support staff
Holiday and sickness relief by/ for	By and for other finance/HR staff
Purpose of job	To be responsible for administering all monthly payroll processes across the Trust, ensuring compliance with all PAYE and pension legislation.
	This post may work across the Trust schools.
Version revised:	May 2019

The post holder must at all times carry out his/her responsibilities within the spirit of school and trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School(s).

Specific duties and responsibilities:

To be responsible for providing a trust wide payroll service to the standards required by the Trust and appropriate external bodies. Duties will include, but not be limited to:

Payroll

Processing monthly payroll including:

- Pension Auto enrolment
- Starter and leaver forms
- Updating RTI
- Processing P45's and P60s
- PAYE
- Calculating SMP/SSP/SPP
- Additional Hours
- Accurately amend staff details due to contract changes, pay progressions or changes in personal details
- Ensuring payments and reports are made in accordance to Group (Trust) Policies and HMRC requirements
- Meeting criteria and deadlines for submitting payments and reports for both Teacher Pensions scheme and the LGPS schemes, implementing any changes necessary
- Play a leading role on instigating any necessary changes in tax, payroll, pensions process/procedures in line with legislation, liaising with Finance/HR and Trust colleagues as necessary
- Deal effectively with queries from clients both internal and external, both by telephone, e-mail or in person
- Handle all data with strict confidentiality and compliance with GDPR
- Assist in the implementation of new schools in the trust to an in-house payroll system including data input, analysing data/reports and participating in training as and when required
- Play a leading role on ensuring payroll software requirements remain relevant, effective and updated with the ICT Manager
- Document and update the payroll/ pensions processes in guides for finance staff
- Continually review and keep the payroll process and procedures current to ensure maintenance of an outstanding service

Administration

To undertake administrative tasks in relation to payroll, finance and HR including:

- Maintaining payroll, finance and HR records as and when required
- Processing absence management information
- Answering payroll queries regarding timesheets, payslips etc

- Investigating pensions queries from staff and the pension schemes administered
- Producing reports as and when requested by HR and finance colleagues for leadership teams, governors/trustees

HR

Assist the HR team in the Trust's recruitment process as required including:

- Requesting references and checking returns
- Processing applications for DBS and associated paperwork
- Issuing letters for new contracts, variations and terminations
- Arranging interviews with both candidates and the schools
- Completing Statutory recruitment checks

Finance

Assist the finance team with transactional processing, records management, data analysis as required.

Support for Trust/ school (role specific)

- N/a

Support for Trust/School (included in all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Take an active part in all key school events such as open evenings etc
- From time to time, to meet the needs of the school, you may be asked but not automatically expected to work hours additional to your normal working hours. The school will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Assist with the clerical duties of the administration team as required from time to time and as appropriate to your role
- Contribute to the overall ethos/work/aims of the Trust/school
- Participate in relevant training, other learning activities and performance management as required
- Ensure display boards and leaflet displays, etc are kept up to date and in good order as appropriate and required
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions
- Team responsibilities - All administrative support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.