

Job Description

Job Title:

Apprentice Payroll
Coordinator

Location:

Central Offices, Hewett Campus,
Norwich

Closing date:

12pm on Monday 24th January 2022

Job title	Apprentice Payroll Coordinator
Salary Scale	Apprentice National Minimum Wage
Hours of Work	37
Weeks Worked	52
Responsible to	Head of Payroll
Location	Central Offices, Hewett Campus, Norwich

Main purpose of the role

With the appropriate on the job training, supervision and guidance, support an efficient and high quality payroll service across the Trust. Working with iTrent payroll software and an integrated HR and Payroll system.

- To support all aspects of payroll processing.
- To work within a team of multi-skilled payroll and HR professionals.
- To provide flexible payroll support to enable the team to cope with peak workloads.

Organisational relationships

- Responsible to the Head of of Payroll
- Direct liaison with Senior Payroll Officer, HR Advisors, Principal's Personal Assistant's (PA's) and other staff within the Trust Academies

Principal accountabilities and responsibilities

Overall	<ul style="list-style-type: none"> ● To assist in ensuring that monthly salaries and pensions are processed, paid and recorded accurately and on time and support with HMRC & third party compliance and contribution payment tasks as directed on the relevant compliance and payment e-platforms. Tasks to include, but not exhaustive: FPS/EPS Union Returns National Statistics Returns Maternity/Paternity/Shared Parental Administration Long Term Sickness Administration Attachment of Earnings HMRC notification updates Benefit scheme contribution administration
Processing / auditing	<ul style="list-style-type: none"> ● Assist in the process and input of employee changes i.e. new starters, leavers, amendments to contracts and personal details. ● Assist in calculating pay amendments, overtime and other additions/deductions to salaries ensuring adherence to relevant policies and procedures. ● Assist in calculating and processing statutory and company entitlements to sick pay, maternity etc. Where an employee is not eligible, complete relevant forms and notify the employees.

	<ul style="list-style-type: none"> • Support the administration of the company benefit schemes, i.e. pension scheme, cycle to work and childcare vouchers. • Produce and check interim payroll reports and support principals/heads of service in the monthly checking and approval of their school/department pay run. • Monitor payroll services inbox, categorising emails and assisting in responding to enquiries promptly via telephone or face to face in line with payroll department service levels. • Support employees in accessing online employee self-service and resolve any issues arising. • To work collaboratively with HR to support iTrent administration. • Assist with auditing contracts and contract variations. • Apply appropriate knowledge in relation to the terms and conditions of employment of teachers and support staff in a Multi Academy Trust; including the STPCD, Burgundy & Green books. • To carry out duties pertinent to the scope of the post as directed by the Head of Payroll.
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Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In anyway possible, in accordance with the role, support students to achieve their potential
- In anyway possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure & Barring Service) to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Trust.

Person Specification	Essential	Desirable
Qualifications	Ability to meet the entry requirements of the Level 3 apprentice course attached to this apprenticeship and to attend and undertake the studying and course work required to complete the course Educated to at least level two English and Mathematics Functional Skills	Aspiration to work towards the CIPP Payroll Technician Certificate
Experience	Ability to learn office systems and procedures. Experience in the use of a range of software packages including Word, Excel, PowerPoint, e-mail and the internet. Experience in working as part of a team (this could be in a sporting, educational, work or social setting) as well as demonstrating use of own initiative	Experience in the production of documents and the collation and maintenance of information. Experience in the use of Google Workspace
Skills, Knowledge	Numerical and analytical proficiency combined with a high attention to detail and accuracy Excellent communication and interpersonal skills Ability to exercise discretion and confidentiality when dealing with personal information Ability to work well under pressure and meet deadlines Willingness to learn and a strong desire to develop new skills	

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Signature

Date

Name