

**GLF Schools Job Description**

**For an informal discussion about this role, please contact Kelly Timpson on  
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<b>Job Title</b>	Head of Compensation & Benefits - Leadership 2	<b>Job Reference</b>	GLF/HR
<b>Location</b>	Banstead, Surrey	<b>Travel required</b>	On occasion
<b>Core purpose</b>			
<p>To deliver a comprehensive payroll and pensions service to the Trust, ensuring timely, accurate payments, legal compliance and excellent customer service.</p> <p>To work as part of the People Team to support the People Strategy.</p>			
<b>Key Accountabilities</b>			
<b>Operational HR</b>			
<ul style="list-style-type: none"> <li>• Design and execute a Compensation &amp; Benefit Strategy for the Trust.</li> <li>• Line manage the Payroll and Pensions team.</li> <li>• Ensure appropriate support and training for all colleagues as needed, for the People Administrators who process payroll.</li> <li>• Research, design and execute benefit schemes as well as managing current staff benefits.</li> <li>• Manage the payroll and pension operations for the Trust, ensuring that work is completed in a timely and accurate manner whilst ensuring compliance with Trust policy and legislative requirements.</li> <li>• Management our external payroll provider, working with them to identify process improvements and implement in a timely manner.</li> <li>• Oversee the pensions arrangements for the various schemes operated by the Trust, including Teachers' Pension and a number of Local Government Pension Schemes, ensuring accurate data is returned and payments are made to the schemes in a timely manner as well as compliance with the schemes' regulations.</li> <li>• Support the annual pay review process by creating budget and pay review sheets.</li> <li>• Ensure audit and corporate governance requirements of the Trust are maintained and ensure adherence to all financial regulations including production of the Gender Pay Gap and other reporting requirements as directed.</li> <li>• Act as the Trust specialist in all matters relating to pensions and payroll, e.g. auto-enrolment, PAYE, NICs, P11Ds, PSA and work with our external payroll provider and our People team to resolve more complex queries.</li> <li>• Liaise with colleagues in the finance team to ensure financial data is recorded and monitored correctly.</li> </ul>			

- Provide training and briefings for other teams and/or staff on payroll and pensions benefits.
- Keep senior colleagues in the People team updated with new developments in payroll and pensions and ensure appropriate planning for such new developments is in place.
- Support on appropriate People projects and the wider work of the People Team.
- Comply with GLF Safeguarding procedures and the requirements of GDPR.

#### **Training**

- To deliver HR training to GLF and non GLF schools
- To provide mentoring and coaching support to staff within regional hub

#### **Professional Development**

- To keep abreast of employment legislation and national and local developments affecting the education sector
- To engage in continuous professional development

#### **HR Administration**

- HR administration in relation to drafting letters and other documentation, proof reading and undertaking research as required

#### **Accountability**

- People Director
- The tasks and responsibilities shown above are not exhaustive and should be regarded only as a guide. The jobholder will be expected to undertake any reasonable activities according to the needs of the department at the time. These will be subject to periodic review and may be amended to meet the changing needs of the service.

#### **Safeguarding**

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.