Role: TLT HR & Payroll Administrator

Responsible to: TLT HR Strategy Manager

Based at: One of the TLT sites

Hours: 37 hours per week, 42 or 52 weeks per year

Grade: Grade H to I, points 13 to 26

**Job Context**

Tove Learning Trust is a multi-academy trust of 15 schools across all phases and alternative provision (AP) with approximately 1750 staff in total. Each school has its own HR & Payroll Administrator / Manager and a School Business Manager (or equivalent). The TLT central structure is quite flat and there is a large amount of autonomy granted to its constituent schools in general, but less so within HR as TLT is the single employer. The central HR team currently consists of the HR Strategy Manager and Senior Payroll Officer as well as this role. There is an additional HR advisory service contract and Payroll contract with external providers. The post holder works closely with all of the above, the schools and the trust central team.

**Key Responsibilities**

* To support the TLT HR Strategy Manager with **all aspects** of recruitment and administration relating to HR and payroll across the trust and central team, including all processes such as redundancies, new school onboarding, induction, central payroll etc.
* Input, update, maintain, develop and extract all required HR and payroll data and information held on any relevant software, particularly the central MIS system.
* Work with the Trust schools to support their compliance with Trust policies, the development of the school teams and and the operation of the central HR management systems.

**Job Description**

**HR Support**

1. Support the TLT HR Strategy Manager with all aspects of administration relating to HR and payroll across the trust including but not limited to, preparing letters, presentations, briefings and updates in relation to consultations, recruitment, policy reviews, pension’s correspondence, staff development and change management.
2. Be the first point of contact for the HR Inbox and either action or distribute any content as required.
3. Lead on the preparation of recruitment documentation for all central team roles including drafting adverts, person specs and job descriptions by gathering relevant information and circulating for approval.
4. In consultation with the lead recruiter, arrange central team interviews, tasks, venues, agendas and coordinate members of the panel.
5. Support on all of the above in relation to Headteacher or SBM roles at constituent schools.
6. Draft the HR Updates for the monthly School Business Manager meetings and any other internal / external communications seeking input from the TLT HR Strategy Manager and CFO as required.
7. Support the HR Strategy Manager with tracked changes on JCC policy consultations and provide summaries of comments and changes for review.
8. Lead on the promotion of the Trust’s employee assistance services i.e. counselling, employee benefits, wellbeing and salary sacrifice programmes.
9. Assist as required with the arrangements for hearings, appeals, disciplinary meetings etc.
10. Support the central team with the HR elements of on-boarding and due diligence including but not limited to:
    * the administration relating to the TUPE negotiations and transfers
    * notifying the pension authorities and requesting actuary valuations
    * update the trackers and monitoring reports for current issues and claims in progress
    * assist with the paperwork and data transfer for the new school to join our current HR & payroll provider.
11. To travel to all schools within the Trust as required and develop a positive working relationship with the Heads and HR team to ensure that best practice is shared and leads to improvement.

**HR Data**

1. Lead on the collection and reporting of all data relating to HR and payroll information, including, travel claims and timesheets as required.
2. Assist in gathering, collating and submitting the information for the annual Trust wide external reporting including the gender pay gap reports, facility time reports, apprenticeship returns and school workforce census; and complete and submit the monthly / quarterly returns for the Office for National Statistics on pay, business and vacancies.
3. Support with the HR elements relating to GDPR including document retention and storage, and seek advice on the necessary actions to ensure compliance across the Trust.
4. Provide quantitative reports on the use and uptake of the employees benefits package to include in senior management reports and feedback.
5. Action any updates to employee participation on the employee benefits package including actioning starters, leavers and any other changes required.
6. Gather data and information to support the TLT HR Strategy Manager with the reporting of key performance indicators (KPIs) and monitoring reports on a termly basis for Trustees.
7. Maintain access to all relevant databases and portals for the trust and manage access for others including password resets.
8. Regularly review and update any HR information on the central intranet and website in a timely manner.

**HR School support**

1. Ensure Trust decisions surrounding HR, pay and policy are communicated, discussed and consulted on (if required) before being fed back to the HR contractor to implement.
2. Support the schools to use the HR portal(s) ensuring each site understands the information available, follows procedure and retains the relevant documentary evidence to demonstrate compliance.
3. Support the SBMs with the production of annual / monthly audit schedules in relation to HR statistics and reconciliations.
4. Under the direction of the TLT HR Strategy Manager, arrange training for the HR teams to comply with current legislation and trust expectations.
5. In conjunction with the training school, oversee the arrangements for the HR network and training meetings, taking minutes, distributing agendas and arranging venues and content.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.