



**St Ralph
Sherwin**
Catholic Multi Academy Trust

St Ralph Sherwin Catholic Multi-Academy Trust

Job Description

HR & Payroll Assistant

Reporting to:	HR Manager
Liaising with:	HR team, Payroll team, Finance team, Executive Team (ET), Head Teachers, Trustees, Governors, NRCDES and suppliers
Grade/Salary:	Band 3 (SCP 3-6) £19,698-£20,903
Hours:	37 (All year-round contract)
Location:	St Katherine's House, Mansfield Road, Derby, DE1 3TQ, with the flexibility to work remote

Core Purpose

The core purpose of the role of the HR & Payroll Assistant is to support and assist with the day to day running of the HR and Payroll systems for St Ralph Sherwin Catholic Multi Academy Trust. You will be an integral part of our HR team, working with the HR team to deliver an excellent payroll service to our teaching and support staff.

Specific areas of responsibility and key tasks

HR, Recruitment and Retention

- Answer and deal with day-to-day enquiries (both internal and external) in a timely and efficient manner.
- Assist the HR Manager in the administration of new starters, leavers and variations to contracts.
- Support the HR Manager in checking and processing Disclosure and Barring Service (DBS) applications, and new starter health checks.
- Ensure all new staff are issued with appropriate induction documentation.
- Support the preparation of documentation for contract variations as necessary.
- Assisting with other HR projects where required.
- Support the HR Manager in ensuring the Single Central Record is kept up to date at all times.
- Ensure that all employee records in the school's databases are accurate and updated when required.



- Review staff absence data and raise any issues.
- Provide HR and Payroll Statistics for Statutory Reporting Purposes.

Payroll

- With the HR Manager, ensure that the monthly payroll process works smoothly, timely and accurately.
- Process monthly payroll amendments including starters, leavers and contract changes in a timely way highlighting any outstanding information.
- Collate and input monthly payroll data including timesheets and expenses claims as necessary.
- Prepare and apply maternity and paternity leave, parental leave, and SSP calculations.
- Process transactions for staff relating to salary sacrifice schemes including Childcare Vouchers.
- Support processing incremental pay increases following performance reviews and provide administrative support to the annual salary review process.
- Support monthly payments to employees, HMRC, NI, pension providers and other external bodies.
- Prepare and submit monthly and annual returns to HMRC as appropriate.
- To deal with enquiries from employees, management and external contacts in person, by telephone, email, or in writing.
- Maintain up to date and comprehensive guidance notes on payroll procedures.
- Issue letters to staff with regards to sick pay entitlements.
- Issue letters to staff confirming maternity/paternity pay arrangements.
- Produce reports as and when required relating to absence, fixed term contracts, starters /leavers, proposed changes, maternity leave.
- Provide information to the finance team to ensure payroll is appropriately reconciled to the accounts.
- Support with the annual completion of the School Workforce Census ensuring data entry into the HR/payroll information system is captured accurately and efficiently.



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Pensions

- Assist with the 3 yearly auto enrolment process as appropriate.
- To process starters and leavers and opt-outs from the pension schemes as appropriate.
- Liaise with our external and internal auditors as and when necessary.
- Respond to pension queries from Teachers Pensions and other LGPS via email and telephone as necessary.