

Job Description

HR & Payroll Officer



Job Category: Support Staff
Reports to: HR & Payroll Managers

Purpose of the Role

The HR and Payroll Officer will play a crucial role in supporting HR and payroll functions across the Trust. The postholder will provide support to the CIT HR & Payroll team with the smooth operation of payroll, maintaining accurate HR records, recruitment and onboarding, providing guidance on HR policies and queries, and HR & Payroll reporting.

Key Duties and Responsibilities

HR

- Provide support to the HR Manager and HR Director with the management of employee relations casework.
- Provide advice and guidance to schools on all HR matters and effectively triage queries as required.
- Provide support to schools with the absence management process including attending formal meetings and providing guidance to leaders.
- Process contract variations as required.
- Lead and manage routine employee relation processes.
- Support with the recruitment processes, including posting job adverts, providing interview support, and ensuring pre-employment checks are completed.
- Support with the review and update cycle of HR policies.
- Support with the staff exit cycle including distributing leavers' letters, conducting exit interviews and supporting with the production of reports.
- Support with the administration and analysis of staff surveys.
- Support the HR Director with the Trust Well-Being agenda.

Payroll

- Provide support to the Payroll and Pensions Manager.
- Support the Payroll and Pensions Manager with the processing of monthly payrolls and pension submissions.
- Respond to and manage pay and pension queries from staff.
- Support with the production of payroll and pension reports.
- Process amendments and contract changes in the Trust payroll system as required.

General

- The postholder is expected to fully engage with the Trust's performance management process.
- Demonstrate the core values of the school and Trust at all times.
- Attend staff meetings and Trust-based INSET as required.
- The postholder is required to carry out the duties in accordance with our Health & Safety policies and procedures.
- Maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Signed: _____ Date: _____

CIT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to references and an enhanced DBS disclosure check. Applicants will also be subject to a Social Media presence check.