



JOB DESCRIPTION

Job Title:	Payroll Officer
Salary:	TPAT Point 8
Responsible to:	Payroll Manager
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External:	TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Students, Parents/Carers, Governors, External Professional Bodies & Visitors

Main Purpose of the Job:

- To input payroll data into the TPAT payroll system in a timely and accurate way, liaising with schools as required to verify information and to liaise with colleagues in the central team and the payroll provider staff.

This job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the service. The post holder will undertake any other duties requested, appropriate to the grade of this post.

Main Duties and Responsibilities:

- Process all paperwork associated with employment changes and variations to contracts, liaising with schools as appropriate;
- Process and input all new starters and leavers as necessary in line with national pay and conditions of employment;
- Check and input the monthly changes into the payroll system including overtime, casual payments, mileage, expenses and absences in line with TPAT policies and national terms and conditions of employment;
- Create and maintain up to date folders for all employee benefit information;
- Assist the payroll team with the administration of annual pay review, annual/employee surveys and HR statistics;
- Deal with employee salary and payroll queries;
- Assist with reporting from payroll in line with HR and business requirements;
- Liaise with school staff on a regular basis to verify accuracy and to request missing information as required;
- Advise schools on pay matters and contractual terms as appropriate.
- To undertake other administrative tasks as necessary.

General / Other

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of the Trust's organisation and may change either as your contract changes or as the organisation of the Trust is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding and promoting the welfare of children, and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility;
- The Health and Safety at Work Act 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the post holder's responsibility to take reasonable care for Health, Safety and Welfare of yourself and other employees in accordance with legislation;
- The above duties may involve having access to information of a confidential nature which may be covered by General Data Protection Regulations (GDPR). Confidentiality must be maintained at all times;
- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all School and Trust policies and procedures;
- To undertake mandatory training as required by the School / Trust;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information;
- Receipt of two satisfactory employer references; one of which must be from your current or most recent employer;
- Satisfactory verification of relevant qualifications;
- Satisfactory health check.

All new employees will be required to undertake mandatory training required by the Trust.

PERSON SPECIFICATION – Payroll Officer

Person Specification	Essential	Desirable	Recruiting Method
Education and Training	Attainment of GCSEs in Maths and English or equivalent	Payroll or HR qualification	Application Certificates
Skills and Experience	<p>Skilled user of ICT including Microsoft office packages</p> <p>Experience of inputting data onto a database</p> <p>High level of oral and written communication skills and an ability to work in partnership with other staff</p>	<p>Knowledge of current education and professional developments and an understanding of their application in an education environment</p> <p>Experience of using a payroll system</p>	Application / Interview / Assessment
Specialist Knowledge and Skills	<p>Ability to prioritise work and adhere to specified deadlines</p> <p>Ability to process data to a high level of accuracy</p> <p>Excellent attention to detail skills</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>	<p>Knowledge of national pay, terms and conditions of employment for school staff</p> <p>Understanding of the relevant pension schemes</p>	Application / Interview / Assessment
Behaviours and Values	<p>Team worker</p> <p>Ability to build a rapport with others</p> <p>Ability to be cheerful, flexible and have a good sense of humour</p>		Application / Interview / Assessment / Enhanced DBS Check