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| Job Title: Payroll Administrator | Pay Scale: PPS13 – PPS15 |
| Normal Place of Work: The Priory Federation of Academies Trust | Line Manager: Payroll Officer at The Priory Federation of Academies |
| Role Summary: To act as Payroll Administrator for the Priory Federation of Academies. To provide an effective and efficient service covering all aspects of payroll and pensions. | |

DUTIES AND RESPONSIBILITIES

Key Responsibilities

1. Responsible for providing payroll support to the Trust, including;
 - Efficiently, timely and accurate processing of monthly payroll
 - Processing payroll data including monthly salary, change of contracts, and employee deductions as appropriate, including AEOs, CCVs & unpaid leave
 - Overseeing sickness absence and the application of Trust policies, alongside SSP
 - Processing family leave including statutory payments (SAP, SMP, ShPP etc.)
 - Onboarding new starters into the organisation in a timely manner
 - Action leavers, including final pay calculation and issuing of P45's
 - Reconciling payroll reports ensuring accurate distribution of net pay
 - Facilitating the reconciliation and payment of payroll liabilities to relevant external bodies
 - Submit RTI (Real Time Information) returns to HMRC
 - Assist with year-end procedures including P60s and P11Ds
 - Keeping an audit trail and payroll documents and employee data secure
 - Ensuring compliant payroll in line with Trust policies and external agencies
 - Supporting and advising the academies on all payroll processes
 - Answering queries from academy staff and providing adhoc support

2. Administer pension schemes, including;
 - Communicating with pension providers and resolving queries
 - Administration of multiple pension schemes (LGPS & TPS) including scheme changes
 - Monitoring, reporting and reconciliation of monthly pension deductions, including AVCs, and annual returns
 - Manage auto-enrolment pension submissions and communications
 - Monitoring employees' pension records and effecting repair of incomplete records

3. Supporting the smooth running of the time claims process; including
 - Reviewing submitted claims for accuracy and compliance
 - Ensure claims are processed in line with Trust policy
4. To provide administrative and payroll support, including providing relief cover in other positions as required
5. Such other duties as may be determined from time to time within the general scope of the post.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

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| <ul style="list-style-type: none"> • Headteachers, SLT and all academy staff | To ensure a high quality service is provided that meets the needs of the academies |
| <ul style="list-style-type: none"> • Outside agencies, e.g. HMRC, TPS, LGPS | To assist in any audit and reporting requirements as arising |

Generic Responsibilities

- Represent and promote the Federation values internally and externally
- Ensure that the academies receive an excellent customer service experience
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g., Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any noncompliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Person Specification – Payroll Administrator

| | | Essential | Desirable | How assessed* |
|-----|---|-----------|-----------|---------------|
| | QUALIFICATIONS | | | |
| 1. | Payroll Qualifications or equivalent | | ✓ | AF/Cert |
| 2. | GCSE English and Maths Grade A*-C or equivalent | ✓ | | AF/Cert |
| | KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT) | | | |
| 3. | Recent and relevant experience of working in a payroll office/environment | ✓ | | AF/IV |
| 4. | Experience of Microsoft Word, Excel and Outlook | ✓ | | AF/IV |
| 5. | High standards of accuracy | ✓ | | AF/IV |
| 6. | Ability to work with confidential and sensitive data | ✓ | | AF/IV |
| 7. | Accurate record keeping | ✓ | | AF/IV |
| 8. | Experience of inputting data | ✓ | | AF/IV |
| 9. | Experience of a computerised payroll package | | ✓ | AF/IV |
| 10. | Recent and relevant experience of payroll regulations | ✓ | | AF/IV |
| 11. | Recent and relevant experience of pension schemes | ✓ | | AF/IV |
| 12. | Reconciliation experience | | ✓ | AF/IV |
| | SKILLS AND ABILITIES | | | |
| 13. | Excellent oral and communication skills | ✓ | | AF/IV |
| 14. | Ability to work on own initiative and as part of a team | | ✓ | AF/IV |
| 15. | Good planning and organisational skills | ✓ | | AF/IV |
| 16. | Ability to use IT at a level commensurate with job role | ✓ | | AF/IV |
| 17. | Ability to work flexibly, including evening and weekend work | | ✓ | AF/IV |
| 18. | Professional and responsive attitude and behaviour towards colleagues and clients | ✓ | | AF/IV |
| 19. | Ability to motivate and develop self and colleagues | | ✓ | AF/IV |

*Key to how skills are assessed:

- AF = Skill assessed via application form
- IV = Skill assessed via interview
- AT = Skill assessed via test/work-related task
- Cert = Certificate

Acceptance of the Job Description

I have read and accept the content of the job description.

Signed Line Manager:

Dated:

Signed Employee:

Dated.....