



Payroll Administrator

Salary / grade range	Level 2 SCP 5 to SCP 6 7.5 hours per week
Location	Co-op Academy Southfield and Co-op Academy Grange, Haycliffe Lane, Bradford BD5 9ET
Reports to	Campus Business Manager

Purpose of role:

You'll assist in efficiently processing payroll and pension changes, working alongside the Finance Assistant, liaising with the payroll provider, dealing with queries and undertaking other payroll administration, as directed by the Business Manager.

You'll assist in efficiently updating the budgeting planning software for all staffing changes, ensuring that the data is accurate and up to date.

Key accountabilities (and specific duties / responsibilities):

- Administration of the full payroll cycle for Co-op Academy Southfield and Co-op Academy Grange, in line with the Trust's policies and procedures, ensuring accurate, timely and proper processing of salaries, allowances and that any other additional payments or deductions are correctly processed.
- Administer all pension administration and correspondence in conjunction with external Payroll Providers.
- Administration of the budget planning software in relation to staffing for Co-op Academy Southfield and Co-op Academy Grange ensuring that the data is up to date and incorporates all starters, leavers and contractual changes.
- Supporting the Business Manager in populating the budget planning software in relation to staffing for Co-op Academy Southfield and Southfield during the financial forecasting and business planning cycles.
- To operate flexibly and, in particular, to assist at peak times with budget preparation
- Ensure confidential, tactful and secure management of sensitive information.
- The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative and flexible in line with business needs of the Trust.
- The post holder is required to undertake additional such duties as may reasonably be expected within the scope and grading for the post



Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Cooperate with the employer on all issues to do with Health, Safety and Welfare

Continuing Professional Development

- Undertake any necessary professional development as identified in the Academies Development Plan taking full advantage of any relevant training and development available
- Undergo appropriate training in order to develop skills for the post

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications <ul style="list-style-type: none"> • Good level of numeracy & literacy (GCSE English & Maths) • AAT qualification • Good ICT skills (Relevant NVQ Level) • Commitment to own personal and professional development, including maintaining an up to date awareness of developments of all aspects of the role 	Desirable	A A A/I A/I
Experience <ul style="list-style-type: none"> • Experience of a computerised finance system • Experience of a budgeting software system • Working in an education establishment • Experience of processing payroll 	Desirable Desirable Desirable	A/I A/I A/I A/I
Skills, Ability, Knowledge <ul style="list-style-type: none"> • Excellent organisational skills • Good communication skills both verbal and written 		A/I A/I



<ul style="list-style-type: none">● Attention to detail● Ability to set and maintain high standards● Patience● Resilience		A/I A/I A/I A/I
Personal Qualities <ul style="list-style-type: none">● Excellent organisational skills● Good communication skills both verbal and written● Attention to detail● Ability to set and maintain high standards● Patience● Resilience		A/I A/I A/I A/I A/I A/I

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.