

PAYROLL AND PENSIONS ADMINISTRATOR



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| Line Manager: | Payroll Manager |
| Salary: | Point 12 – Point 17 of the Trust Support Staff Salary Scale. FTE: £26,421- £28,770 per annum Pro-rata: £21,422 – £23,327 per annum, including an allowance for holiday pay |
| Tenure: | Permanent |
| Contract type: | 52 weeks |
| Hours per week: | 30 hours |
| Location: | Wymondham College |

THE POST

The Sapientia Education Trust (SET) is an expanding multi-academy trust with 10 primary and 7 secondary schools.

As the Payroll and Pensions Administrator working for Sapientia Education Trust you will support the Payroll & Pensions Function in the monthly payroll processing and will be required to contribute to continuous development of iTrent modules.

The Payroll and Pensions Administrator is responsible for ensuring that payroll information is up to date, audited and legally compliant, and assist with the implementation of iTrent system development.

The ideal candidate will have a payroll background, with excellent attention to detail as well as strong literacy and numeracy skills;

The role involves a wide range of duties and is a great chance to gain both personal and career development.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

The professional competencies expected of a Payroll and Pensions Administrator are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and

flexible part of a team; willing to change methods of work and routines to benefit the team;

- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of a Payroll and Pensions Administrator are:

- Previous experience working within a payroll team.
- Have a sound track record of good quality administration and be proficient in ICT database and software systems, particularly Microsoft Office, Access, Excel and Word;
- Previous experience of the MHR iTrent MIS would be an advantage, but full training will be provided.

JOB SPECIFICATION

General Responsibilities

The post holder will be required to comply with the Trust Code of Conduct for Staff and Volunteers. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

Specific Responsibilities

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

PAYROLL

- Support the Payroll Manager in completion of the monthly payroll process of approximately 1000 employees
- Administer pension documents and electronic systems including auto-enrolment submissions
- Check monthly timesheets for accuracy and input into the payroll system
- Prepare payroll reports
- Review and monitor the payment of sickness absence and unpaid leave
- Support the Payroll Manager in the auditing of leavers, starters and contract changes
- Complete pension returns and auto-enrolment submissions
- Recording and monitoring of sickness absence and unpaid leave
- Make suggestions for improvements in system development
- Team working with other departments (HR, Finance and school teams)

- Produce reports and cleanse data

SYSTEM DEVELOPMENT

- Update information and input staff records
- Provide guidance and training on MHR iTrent
- Assist in testing iTrent system upgrades
- Log system issues and resolutions.

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The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

HOURS OF WORK

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|--------------------------|---|
| Paid Weeks per year | 52 weeks |
| Hours per week | 37 hours |
| Normal working Pattern | To be discussed at interview |
| Unpaid Breaks | 30 minutes lunch break where the working day exceeds 6 hours |
| Holidays | Holidays in accordance with normal entitlement (see below) shall be taken at times mutually agreed with the Line Manager. Holidays should normally only be taken outside of term-time. |
| Annual leave entitlement | <p>Until 31st March 2024</p> <p>Annual holiday entitlement for full-time support staff is 36 days (including bank holidays), rising to 40 days after 5 years' service.</p> <p>From 1st April 2024</p> <p>Annual holiday entitlement for full-time support staff will reduce to 34 days (including bank holidays), rising to 38 days after 5 years' service.</p> <p>Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.</p> |
| School meals | Free school meals during term time |

REMUNERATION

- Points 12-17 of the Support Staff Salary Scale

- FTE: £26,421- £28,770 per annum
- Pro-rata: £21,422 – £23,327 per annum, including an allowance for holiday pay

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at 22%, and employee contributions of 6.5%. Staff do have the option to reduce contributions by 50%.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.