

## **Payroll & People Administrator**

**Location:** Central Trust Office, Cuckfield, West Sussex

**Salary:** Grade E - F, £25,584 - £28,015 per annum (£10,371.89 - £15,143.24 pro rata) (depending on experience)

**Contract Type:** Permanent, Part-Time (15-20 hours per week)

**Start Date:** As soon as possible

**Reporting to:** Chief People Officer

**Department:** People Team

### **About the Trust**

Sussex Learning Trust is a collaborative and inclusive multi-academy trust comprising a number of primary, secondary and all through academies across Sussex. We are committed to excellence in education and operational effectiveness across our central support services.

Our people are at the heart of what we do, and we are now seeking an experienced Payroll and People Administrator to join our central People team to help support high-quality service delivery to our academies and staff.

### **Job Purpose**

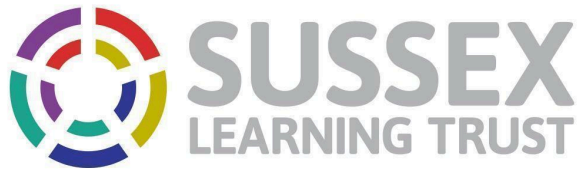
As a Payroll & People Administrator, you will provide accurate and timely administrative support across all aspects of the employee lifecycle, with a particular focus on payroll and pensions coordination.

You will be the key liaison between our internal HR system (SAMPeople) and our external payroll provider, ensuring data integrity, resolving queries, and providing excellent service to staff. You'll also play a crucial role in dealing with payroll and pension queries and calculations, reconciling monthly payroll reports, and supporting pension scheme processes (including Teachers' Pensions and LGPS).

### **Key Duties and Responsibilities**

#### **HR & Payroll Administration**

- Accurately input and maintain employee records on the SAMPeople HR system, including starters, leavers, contract changes, and absences.
- Process monthly payroll input in line with internal timetables; liaising and holding regularly timetabled meetings with internal stakeholders to ensure accuracy and timely sharing of information.
- In liaison with other members of the People Team, input, audit and verify HR data prior to submission to the external payroll provider to ensure pay accuracy.



### **Salary Calculations**

- Calculate final salaries for leavers, including holiday pay, notice periods, and any deductions.
- Support the calculation and monitoring of pay and deductions including sick pay, maternity, paternity and special leave.
- Ensure related processes are completed in accordance with trust policies and statutory obligations.

### **Query Resolution**

- Act as the first point of contact for employee payroll and pension queries, escalating complex cases where necessary.
- Liaise with the Chief People Officer and the external payroll provider to investigate and resolve discrepancies, overpayments, and statutory deductions.

### **Pensions Administration**

- Support administration of Teachers' Pensions and Local Government Pension Scheme (LGPS), ensuring accurate submission of starter and leaver information.
- Maintain records relating to opt-ins, opt-outs, and contribution changes.

### **Compliance and Reporting**

- Reconcile monthly payroll reports against SAMPeople records and provide data for audit purposes.
- Maintain confidentiality and adhere to GDPR, HMRC, and pension compliance standards, liaising with the finance team and sharing information as appropriate.

### **Team Support**

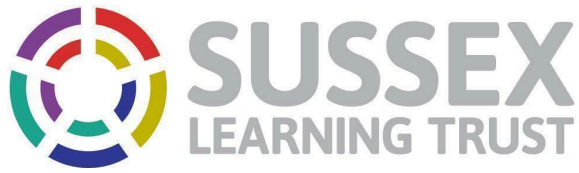
- Work collaboratively with central People and Finance teams and provide general People administration support across the full span of the team's responsibilities when required, including advertisements, recruitment and onboarding.
- Assist in developing and improving trust-wide HR/payroll processes and policies.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications &amp; Training</b>	GCSEs (or equivalent) including English and Maths	CIPD Level 3 or Payroll qualification (or working towards)
	Right to work in the UK	Training in use of SAMPeople or other HR systems
<b>Experience</b>	Experience in HR or payroll administration	Experience in an educational or multi-academy trust setting
		Working with pension schemes such as Teachers' Pensions or LGPS
		Working with an external payroll provider
<b>Knowledge</b>	Some understanding of UK payroll and pensions processes	Familiarity with school pay structures or term-time contracts
	Some knowledge of statutory payments (SSP, SMP, etc.)	Understanding of GDPR as applied to HR/payroll records
<b>Skills &amp; Abilities</b>	High level of accuracy and attention to detail	Ability to interpret payroll data and contracts of employment
	Proficiency in Microsoft Office, especially Excel and or Google suite, especially google sheets	Ability to draft professional responses to payroll queries
	Excellent communication and interpersonal skills	Experience with payroll reconciliations
	Ability to work independently and meet strict deadlines	Adaptability to work across multiple sites when needed

## What We Offer

- Access to the Local Government Pension Scheme
- Flexible working options where appropriate



- Ongoing professional development and training
- A supportive and collaborative working environment

### **How to Apply**

To apply, please complete the application form available on our website <https://www.sussexlearningtrust.co.uk/join-us/vacancies/> and return it to [jobs@sussexlearningtrust.co.uk](mailto:jobs@sussexlearningtrust.co.uk). For an informal discussion about the role, please contact Julie Keylock, Chief People Officer on 01444 476556

**Closing Date:** 9am 10th September 2025

**Interview Date:** 16th September 2025