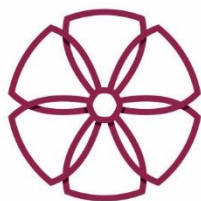


APPLICANT

PACK



Mercia
Learning Trust

CENTRAL TEAM



Realising Potential. Transforming Lives.

Advert

Post: Payroll Assistant

Contract Type: 30 to 37 hours per week/42 to 52 weeks (negotiable on hours and weeks)

Contract Term: Permanent

Salary: Grade 4 (£20,444 to £22,571 FTE)

Mercia Learning Trust is seeking to appoint an enthusiastic Payroll Assistant to join our friendly and supportive Central Operations Team to assist in the processing the Trust's in-house payroll system (EduPay) for all schools within Mercia Learning Trust.

Mercia Learning Trust established in January 2014 currently comprises: King Egbert School, Newfield School, Mercia School, Totley Primary School, Woodlands Primary School and Nether Edge Primary School with around 622 members of staff across all sites.

the successful candidate will:

- Have a basis understanding of payroll systems (including pensions)
- Strong IT skills including Microsoft and confidence in the use of bespoke software
- Be self-motivated, customer focused and organised
- Have the ability to prioritise and work to tight deadlines in a fast-paced environment
- Have a strong moral purpose and drive for improvement

The successful candidate will be based at the Mercia Learning Trust's Central Office situated next door to Nether Edge Primary School. There will be a small degree of travel to our schools as required for activities such as meetings and training.

In return we can offer to provide candidates should they wish, the opportunity to gain a payroll qualifications recommended by CIPP as part of the role:

<https://www.instituteofapprenticeships.org/apprenticeship-standards/payroll-administrator-v1-0>

The role provides an excellent opportunity for someone looking to develop a career, and as the Trust will continue to grow we can offer pathways for progression for ambitious and dynamic individuals.

If you are interested in this role and require any further information please contact Abigail Eaton, Trust Business Manager on 0114 349 4230 for an informal discussion about the post.

If you wish to apply for this role, please submit a Mercia Learning Trust Application to recruitment@merciatruster.co.uk. Please note we do NOT accept CV's or Sheffield City Council Application Forms.

Closing date for applications is **Sunday 18th September 2022**



Thank you for your interest in this role within Mercia Learning Trust.

Mercia Learning Trust is a highly successful partnership of 3 primary and 3 secondary schools located in the south west of Sheffield. We are proud that overall effectiveness, outcomes and improvement trends are amongst the strongest in any trust in the country.

Our Trust is based on a deep and shared moral purpose. We believe an exceptional education can realise the potential of every student, whatever their background, and truly transform lives...

Working as individual schools, and in deep partnership, our singular intention is to ensure every student, whatever their background, will attend an exceptional school. We believe students should enjoy school, feel safe and fully supported, be inspired to learn, develop character and aspiration, and realise their full potential. We are so committed to student success and well-being that we choose to think of every student we serve as if they were our own, and to measure our actions and impact against this.

Our Trust has a mature definition of partnership which we call aligned autonomy. We share the same mission, values and moral purpose, have an increasing amount of common best practice (often backed by research), and benefit from our combined resources and reputation. Nevertheless, we understand that schools are unique and are best led by leaders and staff who feel fully accountable and are able to individually innovate in the light of their context. This balance between difference, sharing and commonality is what drives improvement and lies at the heart of our Trust.

Alongside our students, our staff are our greatest asset. As such we are deeply committed to recruiting, developing, retaining and caring for our exceptionally talented and committed staff teams.

This commitment is enshrined in the Mercia Pledge which is designed to ensure our staff get the very best professional experience and support on offer anywhere. The Mercia Learning Alliance sits at the centre of this strategy, alongside that to recruit new teachers into the profession, and support system leadership across the sector.

In a short period, our Trust has achieved a great deal. However, we are ambitious and forward-thinking, and fully committed to maintaining and improving student experience and outcomes, and further improving our Trust.

We also believe we are well-placed to engage in careful and sustainable growth in the light of our Trust mission and priorities.

Chris French
CEO



Thank you for your interest in this role within the Central Services Team at Mercia Learning Trust. Our Central Team was established in 2016 and has seen continued growth in capacity and expertise over the last few years.

We continue to develop new ways of working to ensure we can effectively respond to the needs of each school within the Trust and continuously improve the support we offer.

The team is pivotal in the successful operation of the Trust and is focused on supporting the improvement of educational standards in all our schools. All of the work carried out by our Central Teams is in relation to the non-teaching and learning aspects of running our schools; Estates, Finance, HR, IT and Payroll.

We want to drive improvement by developing the efficiency of our schools through shared resources. Effective and efficient use of resources supports teaching and learning across the schools and ensures both the long-term viability of individual schools and the sustainable growth and strategic direction of the Trust.

As Director of Finance and Operations, I ensure that the services we offer are sustainable to support our future growth and provide strategic oversight of operational services across all our schools. As a team, we offer a high-quality service to all of the schools within the Trust. This centralised structure relieves the burden of administrative responsibility from schools allowing Headteachers to focus on teaching and learning.

We encourage our staff to be flexible thinkers with an open-minded approach. If you are as excited about this as we are and want to join us on our journey, we would be delighted to receive your application.

Charlotte Chance
Director of Finance and Operations

Job Description

Post Title:	Payroll Assistant
Grade:	4
Hours/Weeks:	30 to 37 hours/42 to 52 weeks (negotiable)
Responsible to:	Trust Business Manager
Responsible for:	N/A

The post holder must at all times carry out his/her responsibilities within the spirit of Mercia Learning Trust and School policies and within the legislative framework applicable to academies.

PURPOSE OF THE POST

- To work in the central operations team to support in ensuring Mercia Learning Trust's payroll is processed accurately and within the monthly deadline specified
- Assistant in central administration functions

MAIN DUTIES

Payroll

To support in preparing and processing payroll data accurately and within the deadlines specified. Duties include:

- Checking payroll data received for input
- Updating salaries, overtime payments, monthly salary amendments
- Calculating statutory and voluntary monthly payments such as PAYE and NIC to meet with legislation requirements
- Calculating salaries
- Assist in and monitoring occupational maternity/paternity scheme payments, Statutory Maternity and Paternity Pay and produce maternity/paternity schedules
- Calculate overtime payments, Statutory Sick Pay, Occupational Sick Pay, unpaid leave
- Prepare monthly pension returns
- Collaborating with the schools and Central Operations Team to maintain employee data
- Issuing HMRC forms and related documentation
- Process payments accurately and reconcile payroll general ledger codes
- Deal effectively with queries from clients both internal and external, both by telephone, e-mail or in person
- To organise and prioritise the workload to meet all deadlines set

- Support the Trust Business Manager in the preparation and submission of Teacher Pensions End of Year Certificates (EOYC)
- To work out any overpayments to employees and work with the Trust Business Manager to put a repayment plan in place to reclaim these
- To ensure any overtime claims, mileage claims etc have been authorised accurately
- To keep up to date with to the rates of pay and salary scales in line with NMW and national pay awards (NJC, STPCD)
- Upload BACS files for all payroll payments at the required deadline
- Support the Trust Business Manager in investigating pensions queries from staff and the pension schemes administered

Administration

- Assist the Operations Team in the Trust's recruitment process when required including:
 - ❖ Processing relevant paperwork
 - ❖ Record keeping
 - ❖ Communicating effectively with schools and candidates regarding recruitment processes
 - ❖ Completion of Statutory recruitment checks
- Answering the telephone line promptly, dealing with telephone enquiries, taking accurate messages and passing them on promptly by the most appropriate method

To undertake any other duties and responsibilities appropriate to the grade and role following discussion and agreement between the Director of Finance and Operations/Trust Business Manager and postholder.

All the above duties and responsibilities to be carried out in accordance with Mercia Learning Trust Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

WORKING ENVIRONMENT AND CONDITIONS OF THE POST

- In order to deliver the service effectively, a degree of flexibility is needed and the post holder may require some evening work (time off in lieu in school holiday periods for work outside of working hours will be given for such events), or some duties not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.
- The post will be required to travel and work within any school in the Mercia Learning Trust.

GENERAL DUTIES

- To ensure accurate employee records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.

- To contribute to the Mercia Learning Trust overall development to ensure that the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.

PROMOTION OF TRUST VALUES

- To contribute to whole school events as and when required.
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the CEO to reflect or anticipate changes in the post commensurate with the grade or job title.

Issue Date: August 2022

Person Specification

Post Title:	Payroll Assistant
Grade:	4
Hours/Weeks:	30 to 37 hours/42 to 52 weeks (negotiable)
Responsible to:	Trust Business Manager
Responsible for:	Not applicable

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications	5 GCSE's including maths and English or the equivalent NVQ or equivalent qualification or experience in a relevant discipline	Payroll qualification
Experience	Minimum 1 year experience in similar or related position Experience of using computerised systems Experience of organising multiple tasks and managing own time	Working in an educational setting
Knowledge and Skills	Basic knowledge of payroll procedures including legislation Excellent communication and organisational skills and the ability to prioritise a busy and varied workload, meeting strict deadlines Strong attention to detail Ability to build effective working relationships with colleagues and external partners at all levels Ability to use a full range of office equipment and information processing technology to produce, amend and update information and documents, correspondence and reports Ability to work under pressure, with accuracy Ability to maintain strict confidentiality in all matters Excellent IT skills including confidence in learning bespoke software's and Microsoft packages	

	Very good numeracy/literacy skills Good written and oral communication skills	
Personal Qualities	Highly motivated with a can do attitude To be organised and able to follow instructions Excellent time management and organisational skills Good analytical/problem solving skills Ability to work as part of a team and lone working A flexible approach and willingness to work outside normal officer hours for required deadlines Attention to detail High integrity with an ethically sound approach to building internal and external relationships Commitment to undertaking relevant training and development	

The Application Process

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at www.merciatrust.co.uk
- Email your completed application to recruitment@merciatrust.co.uk or post it to: MLT Recruitment Team

Mercia Learning Trust
79 Glen Road
Sheffield, S7 1RB

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.
- All applications that have been submitted via email will receive an email confirming receipt.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at www.mercialearningtrust.co.uk/careers for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 2557331 or enquiries@newfield.sheffield.sch.uk.
- For more information about the application process, please email recruitment@mercialearningtrust.co.uk.

Key dates:

- **Closing Date Sunday 18th September 2022**
- **Interviews WC 19th September 2022**

The small print

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Recruitment Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.