

# Nexus Education Schools Trust

## Payroll Officer Temporary Fixed-Term Contract Initially 6 Months

Recruitment Pack



Nexus Education Schools Trust

# Job Advert

**Are you an experienced payroll professional who is looking for a new challenge?**

We are seeking an experienced Payroll Officer to support our payroll team during a period of maternity leave for a fixed-term of 6 months initially. This is an exciting opportunity to be part of our in house payroll function for our Trust and its 20 schools plus nurseries and before & after school clubs. Working in the Education Sector is highly rewarding, we are looking for a Payroll Officer who understands the needs of our schools and pupils and is committed to delivering an efficient customer focused payroll service. You will be part of a dedicated HR & payroll team, working closely with our Finance and Central HR teams to deliver a seamless, professional service that supports our staff and upholds our high standards.

If you thrive in a fast-paced setting which places it's staff and the pupils we serve at the heart of everything we do, have a keen eye for detail, and are passionate about delivering excellent customer service in payroll operations, we'd love to hear from you.

<b>Salary</b>	S9 Outer London (£37,133- £39,276) Commensurate with experience
<b>Location</b>	Nexus Education Schools Trust Brackley Road Beckenham BR3 1RF <a href="http://www.nestschools.org">www.nestschools.org</a>
<b>Hours</b>	Fixed-Term for 6 months initially, Full-time - 36 hours a week (Monday-Friday), 52 weeks per year Please note, this is a maternity cover and the contract will terminate when the original postholder returns
<b>Reports to</b>	Payroll Manager
<b>Start Date</b>	September 2025
<b>Closing Date</b>	Midday on Monday 1 September 2025 <b>Email application forms to <a href="mailto:recruitment@nestschools.org">recruitment@nestschools.org</a></b> We reserve the right to close the advert early if we receive sufficient applications.
<b>Interviews</b>	From Monday 1 September 2025 We reserve the right to interview suitable candidates prior to the closing date.
<b>Contact</b>	If you have any queries or would like to discuss this role further, please contact Tracey Warne at <a href="mailto:twarne3@nestschools.org">twarne3@nestschools.org</a> or Tel: 020 8289 4767 x150

# Nexus Education Schools Trust

**Nexus Education Schools Trust (NEST)** a rapidly growing Multi-Academy Trust with 19 vibrant primary schools and 1 all-through special educational needs school across Bromley, Kent, Lewisham and Southwark. Over the past five years, we've invested in state-of-the-art facilities, ensuring our schools provide exceptional learning opportunities for every pupil.

We are proud partners with a number of multi-academy trusts and groups of maintained schools, creating a collaborative network that enhances educational experiences across the region. As part of our commitment to developing outstanding teaching, we also oversee the Thames South Teaching School Hub, delivering high-quality teacher training and professional development in Bromley, Bexley and Greenwich.

At NEST, we believe in the power of collaboration. Our schools are united by a shared dedication to creating a culture of continuous learning, where inclusion is at the heart of everything we do. Each school plays a vital role in building a strong, interconnected professional learning community, driving success across our entire trust.

We are driven by a clear, moral purpose:

**"To provide excellence and opportunity for all, transforming lives through education and inspiring the leaders of tomorrow"**

**Nexus Education Schools Trust** is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS clearance.

**We're proud to offer:**

- **Endless Growth Opportunities:** Access to ongoing professional development to help you thrive in your career.
- **Thriving Partnerships:** Strong collaborations with schools to enhance your impact and network.
- **A Happy and Supportive Team:** Work alongside a motivated, friendly, and encouraging group of professionals. We are committed to helping you achieve your professional goals.
- **Comprehensive Training and Development:** NEST supports the continuous growth of all our staff.
- **Course and Qualification Opportunities:** Enhance your skills for your current role or prepare for future opportunities.
- **Career Advancement:** Gain qualifications that can help you progress within the organisation.
- **Resources You Deserve:** A well-equipped environment with the tools and support you need to succeed.
- **Innovative Culture:** Join an organisation that values creativity, teamwork, and fresh ideas.
- **Exclusive Perks:** Enjoy staff benefits like the Cycle to Work scheme and technology discounts.
- **Special Discounts:** Gain access to CSSC Benefits, BHN Extras and Blue Light Card savings, making your life outside work even better.

# Welcome from the CEO

Dear Candidate,

Thank you for expressing your interest in joining **Nexus Education Schools Trust**. We are delighted that you are considering becoming a part of our community.

This is an incredibly exciting time for our schools, as the Trust continues to grow and thrive. Currently, all our schools are rated as good or outstanding, with strong leadership teams dedicated to delivering a rich variety of opportunities and outstanding outcomes for every pupil.

At **Nexus Education Schools Trust**, we are guided by a vision to empower individual academies to flourish with true autonomy while fostering a strong culture of support and collaboration across all our schools. Central to everything we do is a commitment to making child-centred decisions and choices.

## Our mission is to:

- Nurture every individual,
- Provide exceptional educational opportunities and outcomes,
- Empower all to succeed, and
- Transform the life chances and
- Transform the life chances and aspirations of our pupils, equipping them to thrive as fulfilled individuals in an ever-changing world.

We also celebrate the uniqueness of each school's community and the vital contributions they make to ensuring the best education and experiences for our pupils. Every school is fundamental to our collective success. We firmly believe that, together, we can achieve more—delivering higher educational outcomes, broader opportunities for our pupils, and enhanced prospects for our staff and communities.

As a member of NEST, you will join a Trust that champions collaboration, mutual support, and a shared commitment to excellence. We are looking for individuals who:

- Share our values and vision,
- Are enthusiastic about working collaboratively with colleagues both within and beyond their school,
- Are dedicated to continuous development and professional excellence, and
- Are passionate about providing the highest standards and opportunities for all children.

We hope this information inspires you to take the next step in your career with us. We look forward to receiving your application and wish you the very best as you consider this exciting opportunity.

Regards

Paula Farrow OBE  
CEO  
Nexus Education Schools Trust





# Payroll Officer - Job Description

## Main Purpose of the Role:

To be responsible for supporting the payroll process, preparing the Trust and schools' monthly payroll and providing support to the Finance Team, being responsible for meeting all monthly in-house payroll and returns deadlines.

## Key Responsibilities

### Payroll responsibilities:

- To collate all payroll input documentation and ensure all claims for salary, overtime, etc are correct and authorised by approved personnel
- To ensure that all relevant information relating to tax codes, NI contributions, student loans, tax credits, other deductions, etc. are accurately recorded/input
- To prepare, input and check payroll data
- To calculate pay variations, back pay, etc
- To administer statutory and contractual maternity and paternity pay schemes
- To administer absence reporting and recording processes, ensuring that all absence is reported, recorded and followed up in accordance with Trust policies and procedures.
- To record all employee sickness and prepare monthly statutory sickness returns
- To ensure that all annual increments and other salary alterations/variations are authorised and implemented correctly
- To manage the payslip system and deal with routine payroll queries
- To ensure that all leaver administration is correctly carried out and P45s issued
- To check/reconcile payroll data against budget costings
- To prepare and record monthly payments to Inland Revenue, pension schemes, etc
- Preparation of reconciliation and recording of gross and net payroll costs
- Preparation of end of year returns re tax, NI, pension contributions etc
- Prepare and maintain staffing cost spreadsheet to assist with budget planning
- To administer all pensions schemes (Teachers and Support Staff)
- Prepare BACS payments to employees/HMRC/TP/support staff pension schemes
- Analysis and preparation of financial/statistical data, as required
- To assist with financial end of year processes

## Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support diversity and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section

# Payroll Officer - Job Description

## Governance & Stakeholder Engagement

- Uphold the highest standards of data protection and confidentiality in handling sensitive payroll information.
- Liaise with external bodies such as HMRC, DWP, pension providers, and legal advisors on payroll matters.

## Other Duties

- Support financial year-end processes and undertake additional duties or training as required in line with the evolving needs of the Trust.

## Communication

- Manage incoming communications via email and telephone from both internal and external stakeholders.
- Respond to enquiries promptly and escalate issues appropriately to ensure timely resolution.
- Maintain professional and effective communication with colleagues, external partners, and the wider NEST community.

## Standard Duties

- **Commitment to Diversity:** Show a commitment to diversity, equal opportunities, and anti-discriminatory practices.
- **Trust Ethos:** Contribute positively to the school's ethos and aims.
- **Professional Collaboration:** Support and appreciate the roles of other professionals.
- **Meetings and Reviews:** Attend and participate in relevant meetings, including annual pupil reviews.
- **Training and Development:** Engage in training and performance development activities.

## Health and Safety

- **Personal Responsibility:** Be mindful of your own health, safety, and welfare, and that of others.
- **Collaboration:** Work with the employer on health, safety, and welfare matters.

## Professional Development

- **Performance Management:** Participate in the Performance Management Scheme.
- **Growth:** Undertake necessary professional development.

## Additional Points

- **Flexibility:** Be prepared to handle tasks not specified in the job description.
- **Policy Compliance:** Follow academy and Trust policies.
- **Reasonable Requests:** Comply with reasonable requests from managers.
- **Adjustments:** The Trust will make reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- **Job Description Amendments:** Job description may be amended as needed, with discussions and resolution opportunities provided.

This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Because the post allows substantial access to children, candidates are required to comply with Trust safeguarding and DBS procedures.

# Payroll Officer - Job Description

## Policies and Procedures

Ensure full awareness of, compliance with, and adherence to all Trust policies and procedures relating to the management, teaching, and learning within the Trust's schools.

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## Contacts and Relationships

Deliver the expected standard and level of service, identifying and reporting any shortfalls or opportunities for improvement. Consistently uphold high professional standards in attendance, punctuality, appearance, conduct, and maintaining positive, respectful relationships with pupils, parents/carers, and colleagues.

## Equalities

Actively enforce the Trust's equal opportunities policies and fulfil all statutory responsibilities to ensure fairness, inclusivity, and respect for all individuals in every aspect of service delivery.

## Data Protection

Nexus Education Schools Trust (NEST) is committed to protecting your privacy when you apply for a position with us. It is important to us that you can trust us to keep your information safe and to use it in ways that you will think are reasonable and ethical. NEST are the data controller for the information we hold about you, this means we control how your personal information is processed and for what purposes. For further information please refer to our Data Protection Policy [www.nestschools.org](http://www.nestschools.org)

# Payroll Officer - Person Specification

## Knowledge/Skills and Abilities

- Effective use of ICT packages. (E)
- Experience of using Management Information Systems (D)
- Strong administrative and organisational skills (E)
- Excellent written and oral communication skills (E)
- Excellent ICT, communication and keyboard skills (E)
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. (D)
- Ability to relate well to adults. (E)
- Work constructively as part of a team, understanding Trust/school roles and responsibilities and your own position within these. (E)
- Ability to identify own training and development needs and co-operate with means to address these. (E)
- Driving licence and access to own vehicle (D)

## Experience

- Experience of development, management and operation of HR and payroll systems. (E)
- Good knowledge of effective payroll systems. (E)
- Experience of working in HR administration (E)

## Qualifications

- English & Maths GCSE Level 5 and above (E)
- Good numeracy/literacy skills. (E)
- CIPD Level 3 and above or similar relevant qualification or experience in relevant discipline. (E)





Nexus Education Schools Trust

# The application process

**Nexus Education Schools Trust** is committed to safeguarding and promoting the welfare of children and young people in its schools. We comply with the statutory legislative requirements and guidance, including 'Keeping Children Safe in Education', and we follow a rigorous selection process which seeks to discourage and screen out unsuitable applicants.

## Safer Recruitment

Our job descriptions and person specifications confirm individual responsibility for safeguarding the welfare and well-being of children and young people. All posts are subject to Enhanced Disclosure and Barring (DBS) checks.

## Application Stage

We require all applicants to complete our Application Form which seeks to elicit the information we require to undertake the shortlisting process and to assess the applicant's suitability for the post they have applied for. We do not accept CVs in place of a completed Application Form. We reserve the right to reject any applicant who has failed to fully complete our Application Form.

## Shortlisting

Only those candidates who meet the criteria outlined in the person specification will be shortlisted. We carry out online and social media searches as part of our due diligence on shortlisted candidates. If we identify any of concern to us, then this will be raised and explored during the interview.

## Interview

1. Shortlisted candidates will take part in an in-depth interview and selection process.
2. Employment references will be sought before an interview.
3. Candidates will be asked to complete a Self Declaration Form in respect of their criminal record and to return this prior to the interview.
4. Candidates will be asked to address any discrepancies, anomalies, or gaps in employment in the application form including their employment history. Candidates will be invited to discuss any disclosures in their self-declaration form and any queries we have arising from the information provided in their employment references and/or our online and social media searches.
5. Proof of right to work in the UK and any relevant qualifications must also be provided at the interview.

## Appointment

An offer of employment is conditional upon us being satisfied with the outcomes of all the following checks:

- Verification of the candidate's identity.
- An Enhanced Disclosure and Barring Service Certificate (DBS) including a Children's Barred List check
- An assessment of fitness to work to ensure that a candidate has the health and physical capacity for the job
- Overseas criminal record and overseas professional registration checks where a candidate has lived, worked or qualified overseas
- Verification that the candidate is not the subject of a prohibition order or section 128 direction made by the Secretary of State
- Compliant employment references
- Verification of qualifications and professional registrations relevant to the candidate's role
- Verification of the candidate's right to work in the UK
- Verification that candidates employed in reception classes, or wraparound care for children up to the age of 8, are not disqualified from working in these setting under the 2018 Childcare Disqualifications Regulations.

On appointment and annually thereafter, all colleagues are required to undertake Safeguarding training, Cyber Security training, GDPR training and to reaffirm and disclose any changes to their criminal record, and to read and confirm their adherence to Part 1 of Keeping Children Safe in Education, our child protection and safeguarding policy, behaviour policy and code of conduct (which includes our requirements in respect of ethical and professional standards and professional boundaries). All school based staff will be required to undertake first aid training.

Our contracts of employment place an ongoing requirement on all colleagues to immediately notify us if they are the subject of a police investigation, are released under investigation, or receive a caution or conviction.

### **Recruitment of Offenders**

All posts within NEST are, (by the reason of The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)) exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that all applicants for employment with the Trust must disclose all unspent cautions and convictions and all unprotected spent cautions and convictions. An explanation of when a spent conviction is unprotected is available on the Ministry of Justice website.

- If relevant information (whether concerning previous convictions or otherwise) is volunteered by an applicant during the recruitment process of obtained through a DBS check, we will consider the following factors before reaching a recruitment decision:
- whether the conviction of other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, class A drug-related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception, or fraud.

If the post involves some driving responsibilities, it is our normal policy to consider it a high risk to employ anyone who has been convicted of dangerous driving or of an offence of driving under the influence of alcohol or drugs, within the last 10 years.

### **Probation**

All new colleagues will be subject to the NEST probation procedure for six months. The probation procedure is to enable the assessment of a colleague's suitability for the job for which they have been employed, which includes the monitoring and review of their performance of their duties, skills, qualifications, and experience outlined in the job description and person specification and their suitability to work with children and young people.

### **Equal Opportunities**

NEST recognises the value of, and seeks to achieve, a diverse workforce that includes people from all backgrounds. We take positive steps to create an employment culture in which people feel confident about being treated with fairness, dignity, and tolerance irrespective of their differences. This commitment extends beyond the relationship between the conduct of colleagues, potential colleagues, and the whole community. We are committed to the elimination of unlawful discrimination and the promotion of good relations between all.

### **General Data Protection Regulations**

NEST is committed to ensuring that your privacy is protected. By signing a contract of employment, you understand that NEST, and/or agents appointed by the trust, process your personal data, including "special category personal data" as defined in the General Data Protection Regulations (GDPR), for the purposes of the operation, management, security and/or administration, as well as, complying with applicable laws, regulations, and procedures. The information you provide (except equality monitoring information) may be shared with partner organisations that provide services to NEST. Further information on our data protection policy and privacy notices can be found on the NEST website.

# Our Trust



Alexandra  
Infant  
School



[www.nestschools.org](http://www.nestschools.org)