

### GLF Schools Job Description

<b>Job Title</b>	Payroll Coordinator	<b>Job Reference</b>	
<b>Grade</b>	Specialist	<b>Salary</b>	£27,000 - £32,000 pa
<b>Location</b>	Earlsfield Business Centre		
<b>Core purpose</b>			
<p>The Payroll Coordinator is responsible for processing payroll for a specified group of schools, encompassing approximately 650 employees. This role serves as the initial point of contact for payroll and pension enquiries from these schools, escalating issues to the Payroll &amp; Pensions Manager when necessary. The postholder will ensure accurate data entry and reconciliation of payroll reports, whilst providing frontline support to employees regarding their pay and pension related-questions.</p>			
<b>Main Duties</b>			
<ul style="list-style-type: none"> <li>• Administer payroll operations for a designated group of schools within the Trust, providing a professional and confidential payroll service for around 650 employees.</li> <li>• Act as the primary point of contact for payroll and basic pension related queries for those schools.</li> <li>• Ensure all payroll input is carried out accurately, including: <ul style="list-style-type: none"> <li>- processing of starters and leavers.</li> <li>- implementing permanent and temporary changes.</li> <li>- recording of absences.</li> <li>- following specified checking processes of payroll reports.</li> </ul> </li> <li>• Liaise with the Heads and the People team to ensure all employee changes affecting payroll are accurately processed.</li> <li>• Communicate appropriately when there will be significant changes to employees' expected pay, for example, when moving to half OSP.</li> <li>• Maintain a collaborative relationship with the external payroll provider to handle routine queries efficiently.</li> <li>• Escalate complex queries to the Payroll &amp; Pensions Manager where necessary.</li> <li>• Assist the Payroll &amp; Pensions Manager with general payroll and pension processes and procedures.</li> <li>• Support People projects and contribute to the broader work of the People Team.</li> <li>• Adhere to GLF Safeguarding procedures and the requirements of GDPR.</li> </ul>			
<b>Accountability</b>			
<ul style="list-style-type: none"> <li>• Accountable to Payroll &amp; Pensions Manager and Head of Compensation &amp; Benefits.</li> <li>• GLF Schools expects its employees to work flexibly within the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile, but which is within the remit of the duties and responsibilities.</li> </ul>			
<b>Safeguarding</b>			
<p>GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion</p>			