

GLF Schools - Person Specification

Job Title: Payroll & Pensions Coordinator		
Education and Training	Essential	Desirable
A recognised payroll qualification		√
A member of CIPP		√
Evidence of commitment to continuous professional development	√	
A Full valid UK driving licence		
Professional and Experience		
Demonstrate evidence of recent payroll experience		√
Experience of working in a multi-site and/or multi-PAYE payroll environment		√
Proficiency in payroll systems		√
Experience of working in local government/education sector		√
Knowledge and Skills		
Up to date knowledge of payroll legislation and best practice	√	
Understanding of payroll related HMRC and statutory requirements	√	
Knowledge of payroll systems and their effective application	√	
Good Excel Skills	√	
Keen eye for detail	√	
Excellent interpersonal skills including the ability to form rapport and build good working relationships with others	√	
Able to prioritise and manage a busy workload	√	
Knowledge of local government/education sector		√
Personal Attributes		
Positive and solution focused, with a flexible approach to work	√	
Self-motivated and proactive	√	
Reflective and keen to develop self and others	√	
High levels of integrity, ability to handle confidential & sensitive information	√	
Able to influence and inspire confidence and trust	√	
Good communicator both orally and in writing	√	
Well-developed organisational skills and the ability to meet deadlines	√	
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the GLF Safeguarding and Child Protection Policy and the GLF Staff Code of Conduct	√	
Safeguarding		
<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>		