

The people behind  
the magic.



JOIN OUR TEAM

## Payroll & Pensions Service Manager

**Hours:** Part-time – 22.5 hours per week, all year round\*

**Salary:** Band G, NJC range 20 – 24 (Actual pro-rata salary £19,822 - £21, 534\*\*)

\*\* Pending April pay award increase

**Closing date:** Friday 3 July 2026 at 9am

**Interviews will take place w/c:** Monday 6 July 2026

**Location:** Together Learning Trust, The Brooksbank School Flexible working options are available, along with home or hybrid working.

**Start date:** ASAP

\*Finding someone with the right skills is our key aim, therefore if you like the sound of the role and us but want to understand if there is **flexibility to work more or fewer hours** before making a formal application, we'd be delighted to hear from you. Please contact Natalie Parkinson at [n.parkinson@TLT.school](mailto:n.parkinson@TLT.school) to arrange a call.



# When schools collaborate, incredible things happen.

**Together Learning Trust** is a thriving group of local, family schools, three secondary and five primary and a special school, inspiring over 5800 young people in Calderdale and Kirklees. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. Creativity is the core of our values. Our staff are amazing; in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to excellence that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together.**

What could we do, together?

**DAVID LORD, CHIEF EXECUTIVE OFFICER**



*"Working with such creative, professional and dynamic staff from other schools in the trust has helped make my job much more enjoyable and manageable, whilst reducing workload."*

**- DAMIAN BALL, ASSISTANT HEAD**

EXPLORE MORE



[www.togetherlearningtrust.co.uk](http://www.togetherlearningtrust.co.uk)

**Together**  
Learning Trust

## THE JOB

# Payroll & Pensions Service Manager

Are you a payroll expert who takes pride in getting things right first time and delivering a first-class, customer-focused service? If you enjoy solving problems, improving systems and making a real difference, we'd love to hear from you.

You'll join a friendly, supportive and genuinely collaborative team, where your expertise will be welcomed, valued and trusted. This is a hands-on role with real ownership—giving you the opportunity to shape and lead a high-quality payroll service while driving continuous improvement and innovation across the organisation.

As our payroll specialist, you'll be our go-to expert, taking the lead on all aspects of payroll delivery. From payroll systems and HMRC compliance to managing Teachers' Pension Scheme (TPS) and Local Government Pension Scheme (LGPS) requirements. You'll play a key role in ensuring everything runs smoothly, accurately and in line with best practice. You'll confidently manage returns and queries, while maintaining robust, audit-ready processes.

We're looking for someone who is solutions-focused, curious and proactive—someone who enjoys taking on new challenges and playing an important role in further embedding and developing our payroll and pensions service.

We are looking for someone with technical expertise to support our next phase of organisational development, however as the service evolves, there may be opportunities to step into leadership, with support and training.

In return, we offer a competitive salary and benefits, including flexible hybrid working, including opportunities for homeworking, so you can achieve a healthy work-life balance.

This is a fantastic opportunity to do what you do best—apply your expertise, stay close to the detail, and make a meaningful impact—while being part of a team that values collaboration, support and shared success.

***Diverse perspectives and experiences are critical to our success, and we welcome applications from all people from all backgrounds with the experience and skills needed to perform this role.***

# ROLE PROFILE | Payroll & Pensions Service Manager

<b>Accountable to:</b>	Chief People Officer
<b>Accountable for:</b>	N/A
<b>Job Family:</b>	Support Specialist
<b>Salary:</b>	Band G NJC scale points 20 – 24
<b>Hours:</b>	22.5 hours per week, all year round
<b>Flexible Working</b>	Flexible working options are available, along with home or hybrid working.

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## CORE PURPOSE

Lead on the payroll and pension service, ensuring the third-party management payroll and pension team deliver an accurate and HMRC compliant payroll service for employees across the Trust. Lead on all TPS and LGPS pension queries, ensuring accurate returns which are processed on time. Continually drive improvements, streamlining and modernising processes, systems and reporting.

The postholder is committed to delivering high-quality performance each day. They act as an ambassador for the Trust, modelling its values and expected behaviours. They maintain credibility by consistently applying the technical expertise and professional standards required for the role.

## KEY DUTIES AND OUTCOMES

Each individual task will not be identified within the role profile; Employees will be expected to comply with all reasonable requests to ensure the role delivers the expected outcomes linked to its core purpose and accountabilities.

- ✓ Lead and oversee the end-to-end monthly payroll cycle for all schools within the Trust.
- ✓ Maintain and develop effective payroll and pension systems and processes.
- ✓ Ensure accurate processing of all salary payments, benefits and leave schemes each month, including pay awards and annual increments.
- ✓ Accurately process starters, leavers and contract changes, ensuring appropriate approval and payroll audit records.
- ✓ Lead on all TPS and LGPS requirements, queries and returns, ensuring the Trust is fully compliant.
- ✓ Oversee and ensure compliant pension auto enrolment for both TPS and LGPS schemes.
- ✓ Respond to payroll and pension queries in a helpful, professional and timely manner.
- ✓ Respond to requests for payroll data from the ONS and HMRC.
- ✓ Prepare and check monthly pension reports (MCR).
- ✓ Support end of year and audit processes.

## EXPECTED BEHAVIOURS

Employees are expected to conduct themselves in line with the essential behavioural competencies, including any additional leadership competencies related to their job family level. These competencies are designed to support high performance and provide clear behavioural expectations at every level. Through active engagement with our personal and professional development offering we expect everyone to develop their skills and knowledge in line with our competency framework and the technical competencies outlined in the role profile. For more information on the behavioural competency framework please visit [Competency Framework](#).

## PERSON SPECIFICATION

<b>Experience and Qualifications Required</b>	<b>Essential</b>	<b>Desired</b>
Chartered Institute of Payroll Professionals (CIPP) certificate		✓
GCSEs in English and Mathematics at grade C/4 or above, or demonstrate equivalent proficiency in both subjects during interview	✓	
Strong proficiency in Microsoft Excel	✓	
Experiencing managing a monthly payroll end to end	✓	
Familiarity of Teacher's Pension Scheme and Local Government Pension Scheme administration		✓
Experience of working with third party managed payroll and pension services		✓
Experience of using iTrent HR and Payroll system		✓
Experience of managing and leading an individual/team		✓
<b>Technical Skills Required</b>		
Good knowledge of payroll legislation compliance and statutory payments (e.g. SSP, SMP, SPP)	✓	
Ability to become proficient in the use and maintenance of HR and Payroll systems	✓	
High attention to detail and accuracy	✓	
Excellent customer service skills and approach	✓	
Ability to interpret and apply payroll and pension regulations	✓	

## HOW TO APPLY

# Say yes to new adventures.

Could we be a good fit for each other? If you'd like a chat about the role before making a formal application, we'd be delighted to hear from you. Please contact Natalie Parkinson at [n.parkinson@TLT.school](mailto:n.parkinson@TLT.school)

If you're ready to apply, please complete our online application fully by clicking [here](#) before the deadline.

## SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2025.