



#### Job Description

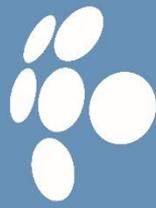
JOB TITLE	Pension Administrator
JOB FAMILY	Thinking Personnel
PHASE	Central
REPORTING TO	Payroll and HR Operations Manager

#### Job Purpose

To undertake the administration related to all pension schemes operated by the Thinking Schools Academy Trust. Working within the HR Operations and Payroll team to address staff queries and complete monthly returns to the appropriate pension provider.

#### Duties and Responsibilities

- To provide a comprehensive pensions administrative service, processing all joiners, leavers, monthly returns and in-service pension changes for individuals in relation to all the different pension schemes operated by the Trust (e.g LGPS, TPS and Nest pension schemes.)
- Working with key stakeholders to ensure Pension administration is carried out on a timely basis and in line with current best practices and legislation.
- To complete year-end pension returns and processes in accordance with scheme rules.
- Support both scheme members and employers through responding to enquiries and requests for information as required.
- Complete the monthly remittance for pensions. Including the monthly Teachers Pensions Monthly Contributions Return.
- To support with the completion of monthly pension checks as part of the monthly payroll run.
- Contribute to the development and maintenance of new processes to be used in the administration of the pension schemes to ensure effective and efficient procedures are maintained
- To provide support to the wider HR Operations and Payroll team as and when required. This may include supporting with monthly payroll checks, supporting with project work and supporting with day to day input in peak periods.
- To ensure the pension processing and administration is completed in line with scheme rule and legal requirements.



### Generic Duties relevant to all members of Staff

#### Working with colleagues and other relevant professionals

- Communicate effectively with other staff members, customer and service users
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues

#### Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust
- Actively take part in the Trust's professional growth and fortnightly check ins

#### Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community
- Respect individual differences and cultural diversity

#### The Trust

- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- You will be based at Medway Hub . However, you may be asked to work at any of the other Hubs within the Trust and you should expect to travel between sites as required.

#### Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

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#### Customer Service

- At TSAT customer service is paramount to our way of work; All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders modelled on our four Customer First Values - Trusted, Solution Focused, Approachable & Timely



#### ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

#### Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

#### Safeguarding

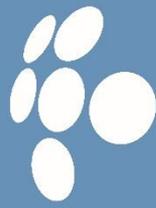
- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

#### Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.



I understand and agree to the job description of a Pension Administrator:

Name:

Signed:

Date: