



**Watergrove
Trust**

Providing more

Job Description and Person Specification - People & Payroll Administrator

School:	Central Trust Team
Section:	Associate Staff
Location:	Trust Office; Blue Pit Mill, Queensway, Rochdale OL11 2YW plus any of the schools within the Watergrove Trust. Opportunity to work from home up to 2 days per week subject to business needs.
Job Title:	People & Payroll Administrator
Scale:	Grade 4 (SCP) 7-11
Accountable to:	Director of People and CFO
Hours:	36.25 hours per week, all year round. We are a family friendly employer and are open to discussion about working hours. #Happytotalkflex
Special Conditions of Service:	• All posts require enhanced DBS clearance prior to appointment. • Ability to attend occasional meetings out of normal office hours when required. • Full Driving Licence and access to own vehicle • Able to travel to any setting within the Watergrove Trust • The ability to converse at ease with customers and service users and provide advice in accurate spoken English.

PURPOSE AND OBJECTIVES OF THE ROLE

This post is part of the Trust Central Team.

The Trust People & Payroll Administrator provides high-quality, accurate, and efficient transactional and administrative support across both the People (HR) and Payroll functions.

The role focuses on day-to-day data entry, routine tracking, payroll compilation, and customer-focused lifecycle administration. Providing administrative support, in particular concentrating on recruitment activity, maintaining and updating People records and assisting with



the administration for Disclosure and Barring checks. All to be delivered to the highest standards of accuracy, confidentiality, timeliness, attention to detail and customer service.

The postholder will operate under the guidance of, and be fully supported by, the wider Trust People team.

Organisational Chart:

Chief Executive		
Chief Operating Officer		
Director of People / CFO		
Senior People Advisor		
Trust People Advisor(s)	Trust People and Payroll Officer(s)	People Administrators

Relationships (Internal and External)

Internal:

1. Central Trust Colleagues
2. School People team employees
3. School Leadership and SLT (including Headteachers and School Business Managers)
4. School staff
5. Volunteers
6. Trustees and School Governors

External:

1. Union Representatives
2. Staff in Local Authorities
3. Suppliers of equipment and services
4. External Agencies

Control of Resources

Personnel

To be responsible for the direction, support and motivation of self and any staff under postholder's control.

Financial

To work in accordance with Financial Regulations and procedures of the School.



Safeguarding

Fulfil responsibilities and obligations in relation to the safeguarding of staff and learners.

Assets/Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

Health/Safety/Welfare

To promote staff well-being and be responsible for the safety and welfare of self, colleagues and learners in accordance with the Health and Safety Policies of Watergrove Trust.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with Watergrove Trust's Appraisal Framework.

Values & Behaviours

Our mission is to be ever **"Providing more"** to the communities we serve, to enable life in all its fullness. Our Trust is enabled by a mutual interdependency within which we will always:

- Coach
- Challenge
- Innovate

Watergrove Trust has high expectations of its pupils and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

Responsibilities

The postholder must:

1. Perform his/her duties in accordance with the Equal Opportunities Policy.
2. Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

Principal Duties

1. Payroll Administration & Processing

- Accurately compile, check, and input transactional monthly payroll variations (such as casual claims, overtime, one-to-one, supply, and expense claims) in line with cut-off dates.
- Set up and process all employee lifecycle payroll events—including new starters, leavers, and variations to terms—ensuring data is formatted correctly for the payroll run.
- Maintain precise sickness and health-related absence records on the Trust's MIS (Arbor), accurately monitoring start/end dates so sick leave entitlements are applied correctly.



- Act as an accessible, supportive first point of contact for employees regarding routine pay, salary sacrifice schemes, and pension queries, escalating complex calculations to the People & Payroll Officer.
- Assist staff with transactional items such as accessing salary slips and P60s on the payroll app (Tenzing), and issue standard procedural guidance on maternity and paternity timeframes.
- Identify and flag payroll discrepancies, tracking routine matters like overpayments to ensure resolution follows agreed Trust recovery procedures.

2. Recruitment & Onboarding Administration

- Deliver end-to-end administrative support for staff recruitment, including placing internal/external vacancy adverts, circulating packs to applicants, and coordinating reference requests.
- Provide robust logistical support for interviews and assessment days, including managing diaries, setting up facilities, compiling interview packs, and corresponding with candidates.
- Execute strict Safer Recruitment compliance checks under KCSIE guidelines, administering and monitoring Right to Work checks, ID, Enhanced DBS clearance, qualifications, and prohibition checks.
- Keep the school and Trust Single Central Record (SCR) up to date in real-time, working closely with the wider People team to ensure absolute audit readiness.
- Prepare conditional offer letters, standard statements of particulars, and induction materials using approved Trust templates.
- Administer onboarding workflows by issuing safeguarding e-learning modules, managing new starter files, and helping line managers track probationary periods for support staff.

3. General People Records & HR Support

- Maintain accurate electronic employee files and input data on the Arbor Personnel system to ensure records are compliant for statutory metrics like the School Workforce Census.
- Prepare standard contractual variation letters for line-manager approved changes (such as scale updates, hour alterations, or extended leaves of absence).
- Administer leaver data processes, tracking resignation letters, updating the MIS, and executing standard close-out checklists.
- Maintain central logs of mandatory training, tracking completions and sending out reminder alerts to departments when refresher dates approach.
- Coordinate routine referrals to Occupational Health providers for new starters and standard employee checks under direction.
- Provide general support to the wider Central/School teams, including handling routine post, filing, scanning, or taking minutes at standard administrative meetings.

Other Central Team Duties



The Trust Central Team provides support for all schools to achieve the Trust's mission. For successful outcomes, the central team must possess knowledge and understanding across different services and functions. This collaboration ensures seamless communication and coordination, allowing each member and department to work harmoniously towards shared goals. To cultivate this interconnectedness and eliminate potential barriers, interdisciplinary projects will be strategically implemented. These initiatives will provide valuable opportunities for team members and schools to collaborate, expand their understanding of each other's roles, and work together effectively. This cohesive approach will strengthen the central team's ability to empower and enhance the success of every school within the MAT.

SECONDARY DUTIES

1. Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, students, parents / carers and the wider community and adhere to the principles expressed in the aims of the Trust.
2. Work collaboratively across departments with colleagues and students to ensure the Academy and Trust operates as effectively as possible to achieve its aims. Develop collaborative working relationships with other managers and colleagues in the Trust.
3. To participate in programmes of training as a trainee and when required as a trainer facilitator. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings, and putting forward ideas for improvement. To demonstrate a commitment to self-review and professional development.
4. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns as appropriate.
5. Maintain designated databases/files in accordance with Trust policies for data governance, as appropriate for the role.
6. To support and participate in team working across the Trust, including working within other areas/ schools as required in the light of operational needs of the Trust and to facilitate the career development of the post holder. Prepare and contribute to Trust wide development by sharing best practice and professional feedback.
7. To undertake duties as part of the team rota - To act as a team member and undertake general office duties as and when required to support the overall service delivery to the academies, students and families. Be a positive, collaborative team member.
8. To undertake such other duties and responsibilities of an equivalent nature commensurate with the level of responsibility that may be allocated periodically, as may be determined from time to



time by the Headteacher (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

9. The postholder's duties must at all times be carried out in compliance with the Trust's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.

a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.

b) Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, e.g. operate safe working practices including both mental and physical wellbeing.

c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.

10. To attend and participate in meetings as required.

11. Play a full part in the life of the Trust community, supporting our ethos and values encouraging staff and students to follow this example.

12. Support the Trust in meeting our legal requirements for worship.

13. Actively promote the Watergrove Trust corporate policies.

Job Description Prepared by: Amy Douglas Date: 13/07/2026

Postholder Signature: _____ Date: _____

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year as part of the performance management cycle and may be subject to modification or amendment at any time after consultation with the post holder.



Watergrove Trust Person Specification

Academy :	Central Trust Team	Post:	<i>People & Payroll Administrator</i>
Section :	Associate	Scale:	Grade 4 (SCP) 7-11

Note to Applicants:

Essential Criteria (E) are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The 'How Identified' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from either paid or voluntary work. Do not leave gaps in employment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Qualifications		
To possess minimum GCSE English and Mathematics at Grade 9-4, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics, or equivalent	E	AF, certificates
Willingness to take on training to develop the required knowledge, skills and experience	E	AF, I
Skills and Experience		
Experience of using ICT packages	E	AF, I
Experience of dealing directly with the public and providing excellent customer care.	E	AF, I
Logical thinker and ability to act on own initiative	E	AF, I
Ability to communicate effectively with a range of people both verbally and in writing.	E	AF, I
Ability to work effectively and respond positively to the demands of a varied workload.	E	AF, I



Ability to work to strict deadlines whilst maintaining accuracy.	E	I
Ability to work effectively as both part of a team and as an individual.	E	I
Knowledge of data protection and understanding of the importance of maintaining confidential information.	D	I
Knowledge and Ability		
Understanding of the importance of safeguarding/child protection when working in a school setting	E	AF, I
Ability to prioritise own workload, work as part of a team and work to deadlines	E	AF, I
Ability to relate well to both Staff and Students with a range of People abilities (Diplomacy)	E	AF, I
Able to demonstrate integrity and confidentiality	E	AF, I
Adaptable to change and a 'growth' mindset	E	AF, I
Understanding and commitment to the Trust's Equality Policy and how it relates to the duties of the post	E	AF, I
Special Working Conditions		
From time to time you may be expected to work outside normal working hours to participate in duties that are otherwise not indicated in your job description.	E	AF, I
There may be a requirement for you to work at any of our partnership schools as required	E	AF, I

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment. As part of this commitment the postholder will be subject to enhanced DBS clearance.

