



# People & Payroll Officer Application Pack



**HALLAM**  
NURSERY & PRIMARY SCHOOL



**HILLSBOROUGH**  
NURSERY & PRIMARY SCHOOL



**MEYNELL**  
NURSERY & PRIMARY SCHOOL



**SOUTHEY GREEN**  
NURSERY & PRIMARY SCHOOL



**WISEWOOD**  
NURSERY & PRIMARY SCHOOL



**BRADFIELD**  
SECONDARY SCHOOL



**FORGE VALLEY**  
SCHOOL & SIXTH FORM



**TAPTON**  
SCHOOL & SIXTH FORM



**Chaucer**  
School



# A WELCOME FROM

**LEE BARBER, CHIEF EXECUTIVE**



Welcome to INOVA Multi-Academy Trust and thank you for your interest in joining our organisation. I am the Chief Executive Officer, and I feel incredibly proud to lead such a wonderfully diverse group of schools, that have people at their heart.

At INOVA Multi-Academy Trust, our vision is clear and unapologetically ambitious: Transforming lives through the power of learning. We are a values-led Trust, committed to Innovation, Collaboration, and Excellence. These principles guide everything we do — from the way we educate and support our learners, to how we develop our staff and engage with our communities.

Each of our schools is unique, shaped by its local context, and we are proud to celebrate that diversity. But what unites us is a shared commitment to equity, high standards, and the belief that every child — regardless of background, need, or starting point — deserves a brilliant education and the opportunity to succeed.

At the heart of INOVA Multi-Academy Trust is a people-centred culture. We believe that when we invest in people, we invest in futures. That's why we have created a Trust model that is agile, responsive, and grounded in trust — one that removes unnecessary noise from schools and enables Headteachers and staff to focus on what really matters: the young people we serve.

Our central teams provide high-quality support and challenge, reducing workload and unlocking capacity at school level. From curriculum development and inclusion, to safeguarding, wellbeing, and digital transformation, we direct more resources where they matter most — into classrooms, into staff development, and into building futures full of possibility.

We also believe in doing things differently — whether that's through our Institute of Talent, our evidence-led school improvement strategy, or our collaborative leadership networks. We don't just strive for compliance — we strive for brilliance.

As CEO, I have the privilege of working alongside a deeply committed team of leaders, educators, governors, and support staff — all of whom share a common purpose: to unlock potential and create opportunity.

As a prospective staff member, or simply interested in our work, I invite you to explore our Trust and connect with our journey. Together, we are building futures worth believing in.

Thank you again for your interest in joining us and the best of luck with your application.

# INOVA Multi Academy Trust

At INOVA Multi-Academy Trust, we believe wholeheartedly that our people are our greatest strength. It is our talented, dedicated and passionate colleagues—across our schools and central team—who make it possible for our pupils to flourish. When staff feel valued, supported and empowered, they create the conditions where children and young people can thrive.

We are committed to fostering a culture where colleagues feel respected, listened to and encouraged to bring their best selves to work every day. INOVA staff consistently go above and beyond, demonstrating professionalism, creativity and care in everything they do. Their commitment is the driving force behind the high aspirations we hold for every learner.

We also recognise that working in education can be fast-paced and demanding. That's why we take a solutions-focused approach, removing barriers wherever possible and ensuring our people have what they need to succeed—whether that's protected time for wellbeing, access to outstanding professional development, or simply the space to pause for a much-needed cup of tea.



## OUR MISSION

To equip young people with the knowledge, skills and character to thrive in a rapidly changing world.

From nursery to destination, our pathways will embed a culture of innovation, collaboration and excellence delivered through high quality, inclusive and enjoyable educational experiences.



“  
Our Vision Is To  
Transform Lives  
Through The  
Power Of Learning  
”



## OUR VALUES

### INNOVATION

- We embrace forward thinking solutions
- We experiment, learning from our success and failures
- We champion the use of cutting-edge resources
- We are agile in our approach

### COLLABORATION

- We ensure a safe and transparent culture
- We are proactively involved in our communities
- We apply resilience and adaptability
- We promote teamwork and inclusivity

### EXCELLENCE

- We have high standards and expectations
- We continually evaluate, seeking improvement
- We insist on equity for all
- We foster a culture of ownership and responsibility





Working at INOVA Multi Academy Trust is a daily reminder that education changes everything. Being part of that journey — and doing it with a team that leads with heart — is what makes this place so special.

**L MOORE - PRIMARY BUSINESS MANAGER**



# OUR OFFER

Each of our schools has its own distinctive character, reflecting the local community it serves. Children joining us have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitudes and interests and believe that everyone can develop through dedication and hard work, leaving our schools fully prepared for successful lives.

## PRIMARY EDUCATION

One of our primary schools is graded Ofsted 'Outstanding' and all others are graded 'Good' giving our children an excellent start to their education and preparing them fully for their secondary transition.

## SECONDARY & SIXTH FORM EDUCATION

Our secondary schools work in close collaboration to further develop our curriculum and outcomes. Our sixth form provision is Ofsted graded 'Good' or 'Outstanding.'

## CENTRAL SERVICES

Our support staff are highly valued, and we offer a range of central services to our schools to enable them to concentrate on outstanding teaching, high quality learning and effective support for individual needs. Services include:

- Catering
- Communications and Marketing
- Facilities and Estates
- Finance
- Governance
- HR
- IT
- School Improvement



At INOVA, we build brighter futures by nurturing not just pupils, but each other. When you're surrounded by people who truly care, every challenge becomes an opportunity to shine.

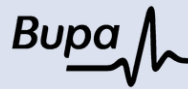


# OUR BENEFITS



## 26 DAYS

annual leave plus bank holidays (for non term-time staff), rising to 31 days after 5 years of service



## HEALTHY MINDS

24/7 confidential support for wellbeing, health, relationships, work, and legal or financial issues — including counselling, CBT, and nurse advice.



## FREE PARKING

We offer free, convenient staff parking across all INOVA locations.



## PENSION

Competitive pension schemes, including the Teachers' Pension Scheme (TPS) and the Local Government Pension Scheme (LGPS)



## DISCOUNT

Access exclusive discount schemes for teachers and public service staff across retail, travel, and lifestyle.



## CYCLE

Save on bikes and equipment through our Cycle to Work Scheme, stay active, and reduce your carbon footprint.



## VACCINATIONS

Annual flu vaccinations are offered free to all staff at our school sites to help keep you healthy.



## EYE-CARE

Eligible colleagues can enjoy eye-care vouchers to help with regular eye tests and maintain good vision.



## HEALTH CARE

Discounted health cover through Westfield Health to support your wellbeing and provide extra care.

# WE ALSO OFFER

Menopause advice and support

Support during absence

Support with short and long-term health conditions

Disability support

Neurodiversity support

Staff benefits

Mental health support

Support and advice for carers

A suite of HR policies

Reasonable adjustments

... also did I mention we're also pretty good fun. Staff socials and department gatherings are a regular feature of life at INOVA schools. We believe that fostering outside of school strengthens our community and enhances collaboration.



# THE ROLE

The People & Payroll Officer is a professional operational role providing high-quality administration for the People team and payroll support services across INOVA Multi-Academy Trust.

The role exists to provide a professional, centrally governed service aligned to Trust strategy, statutory requirements and best practice.

<b>Salary Range</b>	Grade 5 SCP 15 – 20 (£30,024 - £32,597)
<b>Hours of Work</b>	Full time, 52 weeks per year
<b>Responsible To</b>	People & Payroll Manager
<b>Key Relationships</b>	People team, Finance team, school leaders and staff
<b>Location</b>	Trust Head Office



# RESPONSIBILITIES

## Core Accountabilities

The postholder is accountable for:

- Accurate People and Payroll administration
- Timely processing of contractual and pay changes

## Operational Responsibilities

- Maintain accurate records, personnel files and systems.
- Respond to staff queries in a professional, friendly and confidential manner.
- Prepare and process monthly payrolls for multiple academies, including joiners, leavers, contract changes, salary increments, and allowances (e.g. TLRs, SEN, honoraria).
- Manage statutory payments and deductions. Examples if required: PAYE, National Insurance, student loans, court orders, AEOs, sickness (SSP), maternity/paternity/adoption pay (SMP/SPP/SAP), childcare vouchers/salary sacrifice.
- Calculate and administer overtime, additional hours, and variable pay in line with Trust policy and working time regulations.
- Ensure payroll complies with HMRC requirements, Real Time Information (RTI) submissions, and year-end returns (e.g. P60s and P11Ds if applicable).
- Maintain accurate payroll records and audit trails; reconcile payroll reports to finance ledgers.
- Administer TPS and LGPS entries, exits, service changes, and monthly/annual returns; ensure correct pensionable pay calculations.
- Liaise with pension funds/providers regarding queries, opt-outs, auto-enrolment assessments, and remedy updates where applicable.
- Support resolution of discrepancies and ensure compliance with pension scheme rules and legislation.

## Governance, Compliance & Safeguarding

- Ensure compliance with Trust policies, employment law and payroll regulations.
- Maintain confidentiality and data security at all times.
- Handle sensitive staff data in line with GDPR and Trust policy.
- Support equality, fairness and consistent treatment.
- Adhere to safer recruitment and safeguarding procedures (e.g. DBS checks, pre-employment verifications impacting payroll).
- Support internal/external audits and implement recommendations.

## Stakeholder Management & Professional Standards

- Deliver a professional, friendly customer-focused People & Payroll service.
- Work collaboratively with schools and the central Trust team.
- Ability to investigate and resolve and/or escalate complex payroll cases such as and backdated pay adjustments involving multiple earnings components within agreed SLAs.
- Produce routine and ad-hoc payroll reports for People/Finance/leaders.



# THE PERSON

<p><b>QUALIFICATIONS AND EXPERIENCE</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Proven experience of processing payroll in a complex organisation</li> <li>• Experience working with payroll systems</li> <li>• Ability to meet strict deadlines with high levels of accuracy</li> <li>• Experience in People/HR administration and/or payroll</li> <li>• High levels of accuracy, organisation and discretion</li> <li>• Evidence of continuous professional development.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• CIPP Level 3+ Payroll qualification; AAT or relevant finance qualification</li> <li>• Experience within education or public sector organisations.</li> </ul>
<p><b>KNOWLEDGE AND SKILLS</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Good working knowledge of Teachers' Pay and Conditions, NJC pay frameworks, and standard education-sector entitlements.</li> <li>• Working knowledge of TPS and LGPS processes, contributions, and accurate submission of required data.</li> <li>• Solid understanding of core payroll legislation including PAYE, NI, statutory payments and tax codes.</li> <li>• Experience processing payroll within an education, MAT or local authority setting.</li> <li>• Strong numerical accuracy, attention to detail and ability to reconcile payroll data.</li> <li>• Competent ICT skills including Microsoft Excel and payroll software.</li> <li>• Ability to handle confidential information with discretion and comply with GDPR/data-protection requirements.</li> <li>• Ability to follow payroll procedures, interpret basic contractual terms, and escalate complex issues appropriately.</li> <li>• Good communication and customer-service skills with the ability to respond to staff queries clearly and professionally.</li> <li>• Exceptional written communication skills.</li> <li>• Excellent attention to detail and professional judgement.</li> <li>• Strong organisational, coordination and delivery skills.</li> <li>• Ability to manage multiple activities simultaneously.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience using integrated HR/payroll systems.</li> <li>• Familiarity with HMRC RTI submissions and year-end tasks (P60/P11D).</li> <li>• Awareness of IR35/off-payroll requirements.</li> <li>• Experience supporting payroll reporting or audit preparation</li> </ul>



# THE PERSON

<p><b>PERSONAL ATTRIBUTES AND BEHAVIOURS</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Organised and reliable, with the ability to manage workload and meet deadlines.</li><li>• Professional, approachable, and supportive in interactions with staff across the Trust.</li><li>• Team-focused with a willingness to learn and adapt.</li><li>• Calm under pressure and committed to accuracy.</li><li>• Demonstrates a strong commitment to safeguarding and promoting the welfare of children, following all safeguarding policies and maintaining an enhanced DBS clearance.</li><li>• Aspire to reflect the Trust's values and ethos in professional conduct and communication within the Trust.</li><li>• Have a flexible work approach.</li><li>• Have the ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li><li>• Have a commitment to Continuing Professional Development.</li><li>• Act in accordance with the Trust's Code of Conduct (and for teachers - Teachers' Standards).</li><li>• Forge positive professional relationships.</li></ul>
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# HOW TO APPLY

Applications for this role must be made via our Employment Application Form.

The closing date for applications is **Monday 6 July 2026 at 8.00am**. Interviews will likely be held week commencing 13 July 2026.

If you have any queries please contact our People Team via [info@inovamat.org](mailto:info@inovamat.org).

## SAFEGUARDING

INOVA Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We will ensure that all of our recruitment and selection practices reflect this commitment. All candidates will be subject to the following employment checks:

## SHORTLISTED CANDIDATES:

- References will be requested before interview
- A Criminal Convictions Disclosure Form will be requested at interview
- Evidence of right to work in the UK will be requested at interview
- Qualification certificates will be requested at interview
- Disclosures concerning child protection investigations, relationships with pupils, employees, governors or trustees, prohibition orders and section 128 directions (where applicable) will be requested at interview
- We may conduct online searches for shortlisted candidates prior to making our final decision. If any information obtained from the online searches raises concerns around someone's suitability for the role, or to working with children, then this may be raised with the candidate at interview and/or we may take advice from the local authority children's service.

## SUCCESSFUL CANDIDATES:

- Successful candidates will be required to undertake a DBS Enhanced Disclosure (with barred list) check
- Successful candidates will be required to complete a Childcare Disqualification under the Childcare Act 2006 Declaration (for applicable posts)
- Pre-employment medical screening.

**Please Note:** Canvassing of any employee, Trustee or member of the Local Governing Board, directly or indirectly, and your application will be disqualified.



# HOW TO APPLY

## POLICIES

Our approach to safeguarding and school safeguarding policies can be found on the Trust website: [Safeguarding | INOVA Multi-Academy Trust](#)

## EQUALITY AND DIVERSITY

We are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and that applicants are not discriminated against on the grounds of race, nationality, gender religion, age, disability, marital status or sexual orientation.

## DATA PROTECTION

As part of the recruitment process, we need to collect your personal data. For more information about what we do with your personal data, please see our Recruitment Privacy Notice on the [policies](#) page of our website.

