

# **Tove Learning Trust**

## **Senior Payroll Officer**

**TLT Senior Payroll Officer**

**25 to 37 hrs a week**

**Grades I to J, points 22 to 31**

**Salary : £32,654 to £40,476 fte pa commensurate with experience**

We have an exciting opportunity for a dedicated and proficient payroll specialist to join the Central HR Team in our forward thinking, supportive and developing education trust.

Tove Learning Trust currently has around 1800 employees spread over fifteen schools and a central team with more growth anticipated in the near future. The postholder will oversee and manage all payroll and pension related administration in collaboration with an external payroll bureau and a processing colleague based in each school.

We require a conscientious and hardworking individual with strong understanding of UK payroll legislation and the ability to handle complex payroll calculations with exceptional attention to detail. This role will also provide training, support and technical expertise to our school based payroll colleagues as well as advice and guidance to the central operations team in the development of the payroll system.

Experience of educational payroll and pensions including term time only pay calculations and working with MHR i-Trent payroll systems would be an advantage.

The successful candidate will:

- have a proven record of payroll management, recording and reporting.
- able to understand complex payroll software and add value to the transactional processes by developing & defining procedures
- be able to calculate variations to basic pay, wage increments, overtime payments, holiday and sickness pay
- calculate and process statutory deductions, including income tax, National Insurance contributions, and pension contributions.
- oversee the administration of employee pension schemes, including TUPE transfers, auto enrolment, contributions, and leavers
- manage the employer portals and liaise confidently with Teachers Pensions and Local Government Pension Scheme teams
- be effective at data management and manipulation ideally with experience of advanced excel and power BI software
- conduct payroll audits to ensure data accuracy and compliance with internal policies and external regulations.
- have empathy with less experienced users and a desire to help, support and provide excellent customer service

In return, as a Trust we are able to offer some great employment benefits including:

- Some flexibility over working patterns and hours subject to payroll dates being covered
- Wellbeing package including a health cashback plan, 24/7 virtual GP, retail discounts, free flu jabs and professional advice
- Employee Assistance Plan for specialist counselling and support
- 27 days holiday plus 8 statutory bank holidays
- Generous Local Government pension scheme
- Cultivating Excellence staff development programme and the opportunity to study for further qualifications and skills
- Automatic increments through the pay grade until top of scale is reached
- A variety of working locations

Candidates must be eligible to live and work in the UK and hold a current driver's licence. Visits to school locations will sometimes be necessary so a full, enhanced DBS will be required.

The Trust schools have a shared vision and purpose to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community.

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### How to apply

All documents including the full job description, person specification and application form are available on our website <https://www.tovelearning.org.uk>. Please send a covering letter that includes examples of your experience and how you meet the criteria outlined in the job description and person specification. Further information requests or completed applications should be sent to E: [scarter@tovelearning.org.uk](mailto:scarter@tovelearning.org.uk) T: 02476 589030

**Closing date:** Noon, Monday 16<sup>th</sup> December 2024

**Interviews:** Thursday 19<sup>th</sup> December 2024

**The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

