

A CHURCH OF ENGLAND MULTI-ACADEMY TRUST
DEDICATED TO TRANSFORMING CHILDREN'S LIVES



Lincoln Anglican Academy Trust
Senior Payroll & Pensions Officer



Senior Payroll & Pensions Officer



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SALARY

Grade 9 £37,938.00 - £41,510.00 FTE

LGPS Pension Scheme

HOURS

37 hours per week, full year

START DATE

As soon as possible

LOCATION

Lincoln Anglican Academy Trust

(This post is a hybrid role based at Ruskington Chestnut Street Academy but is not working directly for the school)

APPLICATION DEADLINE

Tuesday 8th April 2025 (noon)

INTERVIEWS

Monday 14th April 2025 (details TBC)

For an informal chat about this role, please contact Leanne Holmes,
at leanne.holmes@laat.co.uk

Please go to [My Trust Careers](#) to apply



Welcome from the CEO of The Trust – LAAT

Be a part of something bigger...

Dear Candidate

What if every child was unique with **intrinsic value**? What if every member of staff was unique with intrinsic value? What if every school was **unique** with intrinsic value? At LAAT we believe that they are.

We're a **Church of England** trust so we call it being made in the image of God. But you don't have to. You just need to be able to look at our children and young people – however deprived or privileged, however difficult or compliant, whatever their background, or ability, or culture, or gender – and know that what you do, how you teach them, what you give to them, how you relate to them can **transform** their lives. And then you must have the energy, and passion, and drive, to give them your best.

We don't ask you to do this alone. We'll provide you with the **support** of a MAT who believes that you too are unique and **valuable** – valuable for who you really are.

So, is now the time to think hard about what you want and to look at what Greater Lincolnshire and Lincoln Anglican Academy Trust can offer you? A chance to grow your career, **professional support** and the opportunity to transform lives.

Within fabulous **Greater Lincolnshire** with its beautiful beaches, woods, Wolds, fields and fens its 2-university city and its access to new and growing technologies. Its **reasonable priced houses** and home to the Red Arrows.





Is now the time to find out more about us and to join our **community of Excellence, Exploration and Encouragement?** To change lives with us, for the better .

Jackie Waters-Dewhurst
Chief Executive Officer

The 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 require the successful applicant to undertake an enhanced criminal record check via the DBS.



What our Colleagues say about us...



'I have never been happier in a job than I am in this one. I feel extremely well supported by the Trust and colleagues in school and know that this school has been able to make rapid improvements in part due to the support we have had from Trust colleagues'

"SLT are caring and understand us as humans that have issues out of school. We are treated fairly and as part of a family' 'The Christian values of our school are lived out by stakeholders' 'As much is done as possible to support mental health and work / life balance"

'Just think we are flippin' awesome! We have passionate and dedicated teams and enable staff and children to flourish. I love my role and I am proud to be a part of this Trust. I wouldn't want to work anywhere else'

'Good working relationships, easy to talk to senior staff at school and trust level, supportive culture, wealth of knowledge and experience within the trust' 'Our links to our community, the children and parents. The support from the trust with curriculum'

'I like being part of a Christian school. I like how daily worship is valued. I appreciate the staff team in the school I work in. I appreciate the health care package and online health support'

'The sense of shared purpose to make changes for children to improve their life chances'

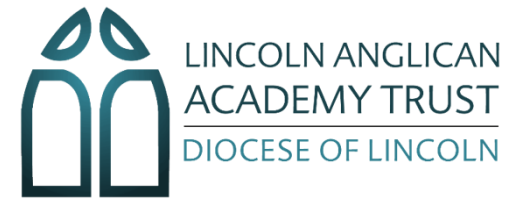
Benefits of working in our Trust

We see you and believe that you deserve the very best

- We firmly believe that, to ensure the best outcomes for our pupils, we must ensure the best support and career development for our colleagues.
- We provide opportunities from initial teaching training to supporting Headteachers who wish to take on Executive Headship, Specialist Advisor roles or supporting wider Trust work.
- All colleagues benefit from bespoke learning journeys to ensure that we are not only compliant with our statutory responsibilities, but so that our colleagues can be confident in fulfilling all aspects of their role to the highest standard.
- Our focus on Growth and Development rather than 'performance management', ensures that all colleagues are empowered to do their job to the highest standard and cements our commitment to the continuous support and development of our colleagues, enhancing their skills and knowledge.
- All colleagues have access to;
 - Over 70 online courses to support development
 - 24 hour confidential helpline covering legal, financial and health and wellbeing guidance
 - Free of charge counselling sessions
 - Virtual GP - Accessible by smart phone, or computer with same day appointments
 - Local Government Pension or Teachers Pension Scheme
 - Competitive annual leave entitlements for support staff colleagues
 - Favourable T&Cs for all colleagues to include enhanced HR policies for all colleagues
 - Opportunities for PPA at home for most teaching roles
 - Internal and external CPD and Networks for all colleagues



About Lincoln Anglican Academy Trust



LAAT is dedicated to supporting school improvement and Christian distinctiveness, whilst maintaining each school as a special and unique place in the heart of its unique context. LAAT has been approved by the Department of Education as an academy sponsor to operate a number of academies under a single charitable company. It welcomes applications from Voluntary Controlled, Voluntary Aided and Community schools from the full spectrum of Ofsted judgements.

Since it was established LAAT has demonstrated its ability to provide excellent school improvement and back-office support to its schools, taking the majority to Ofsted Good.

Our Excellence, Exploration and Encouragement powered by Equity vision statement encapsulates the Trust we are today and the Trust we aspire to be in the future. It has meaningful resonance with the work we do and our commitment to overcoming the social inequality faced by our children and young people. We are passionate about improving the life chances of every child in our care, meeting them where they are.



Job Description

Core Purpose

The successful candidate will be responsible for the supervision of the payroll function and the efficient operation of the monthly payroll. To be the Trust expert on Pensions legislation and the operation of the Trust pension schemes, including leading on the implementation of pension and payroll related legislative and system changes. Ensuring the Trust discharges its obligations in relation to employees' pension and payroll arrangements and compliance with current pensions legislation and the rules of the schemes administered.

Key Tasks and Responsibilities

General Duties

- Being the primary contact for and having responsibility for the monthly payroll processing for the Trust
- Overseeing the payroll email inbox, ensuring that enquiries are responded to in a timely manner
- Checking of monthly payroll reports
- Working to ensure that any errors identified in the monthly payroll reports are rectified
- Ensuring monthly payroll is authorised by staff with authorisation responsibilities in line with the monthly payroll schedules and adhering to deadlines
- Month end reporting and reconciliations
- Ensuring accurate HMRC and RTI submissions
- Administration of staff pay rises including pay awards and annual pay spine increases on the payroll system, including preparation and processing of back pay calculations
- Ensuring and implementing correct payments for employees on Maternity/Adoption Leave/Shared Parental Leave and Long-Term Sickness
- Working with pension providers to ensure that pension schemes are administered in accordance with relevant schemes' specifications
- Submission of starters, leavers and amendments forms to LGPS and Teachers Pension Scheme as necessary
- Coordinating and accurately preparing monthly LGPS (WYPF & ERPF) / Teachers' Pension returns and reconciliation of contributions
- Supporting with the onboarding of new schools

- Maintaining up to date knowledge and awareness of statutory and internal developments affecting the payroll function
- Provision of payroll training to colleagues
- Liaison with auditors where necessary on any areas of payroll and/or pensions
- Support the Finance Manager with pension Auto Enrolment as per the legislation as required
- Attendance at relevant training courses to keep up to date with legislation and processes

Other

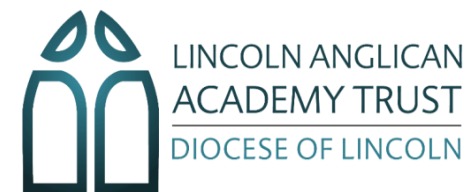
The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

The postholder is required to carry out the duties in accordance with LAAT Equal Opportunities policies.

The postholder is required to carry out the duties in accordance with the LAAT Health and Safety policies and procedures.

All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Academies' Safeguarding Policy. In addition, employees working with children have a responsibility to safeguard and promote the welfare of during the course of their work.

The LAAT Trust promotes diversity and wants a workforce which reflects Christian Values. Applications are welcome from all, irrespective of gender, sexuality, race, religion, marital status, age, or disability.



Person Specification

Selection decisions will be based on the criteria outlined below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application paperwork, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to your work or relevant experience.

Training/Qualifications/Experience

	Essential	Desirable
Qualified CIPP		*
Experience of working in a payroll/pensions role in the education sector	*	
Experience of pension submissions/corrections (TP & LGPS)	*	
Minimum 3 years' experience	*	

Professional knowledge and understanding

Understanding of key payroll/pensions statutory requirements and financial regulations	*	
To be able to effectively use IT, particularly payroll software and Microsoft Excel	*	
Ability to use appropriate judgement to seek and clarify detail where appropriate and escalate issues when necessary	*	
Ability to manage and prioritise a varied workload and to work to deadlines.	*	
Good attention to detail, accuracy, and thoroughness in all aspects of work	*	
Ability to oversee the work of others	*	
Understands requirements of handling confidential and sensitive information	*	

Safeguarding Children

Current Safeguarding Training		*
Enhanced DBS Clearance	*	
Awareness of the importance of safeguarding and promoting the welfare of children	*	
A commitment to maintaining up to date knowledge of child protection legislation and guidance	*	

Personal and Professional Skills and Attributes

Well-developed interpersonal skills for working with a range of internal and external stakeholders	*	
Ability to explain financial concepts to non-finance colleagues	*	
Good organisation skills	*	
Strong numeracy and literacy skills.	*	
Empathy with the mission and vision of the Church of England and the Diocese of Lincoln	*	

Approach to work - Candidates should

Maintain confidentiality at all times	*	
Ability to accommodate changes in work practice	*	
Apply attention to detail to ensure accuracy and validity	*	
Be able to work independently as well as part of a team	*	

Behaviour Competencies - Candidates should

Be respectful and able to act with tact and diplomacy	*	
Be empathetic and demonstrate an awareness of the differing needs of colleagues and pupils	*	

Other - Candidates should

Be a positive role model	*	
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THE LAAT VALUES

These are not values we aspire to, they are the words that members of our tribe have used to describe our Trust. They are our DNA. They inform every action and decision we take. To our staff they are the standards by which we operate, to our leaders they are our code of conduct.



BE PART OF SOMETHING BIGGER



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Our commitment to you

We believe that all our Schools are fantastic places to work. Our commitment to you is important, throughout the recruitment process and beyond. Our culture is one of development, equality, and consistency. We aim to demonstrate this through the below:

Transparency – we will treat you with respect, honesty, and fairness.

Protecting your privacy – we will ensure your information is secure and handled sensitively and in line with our Privacy Policy for prospective staff.

Showcasing talent – we'll provide a good opportunity for you to share your skills, experience, and potential.

Feedback – we will provide constructive feedback professionally.

Listening – we welcome feedback.

We hope to ensure that you have a positive experience throughout the recruitment process by:

- Providing you with clear, accurate and timely information.
- Giving you the opportunity to ask questions – and providing you with answers.
- Following a fair assessment process

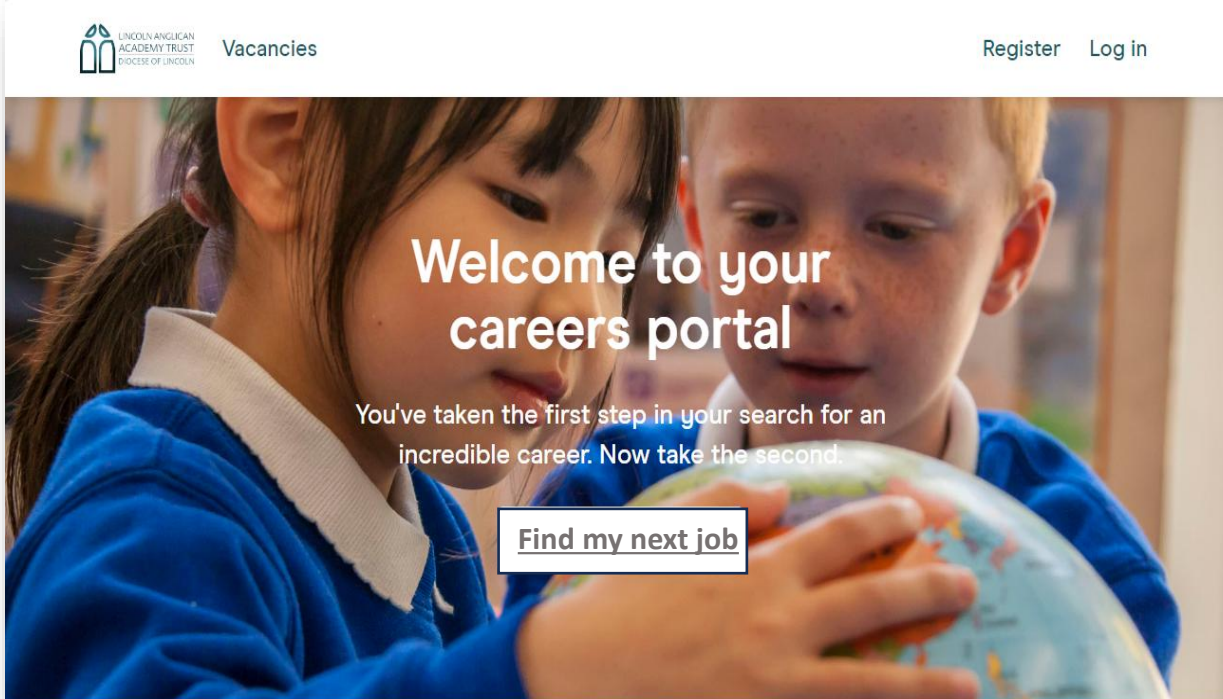
Please see link to our privacy notice for prospective candidates:

[Opportunities - LAAT \(thelaat.co.uk\)](https://thelaat.co.uk)

To apply, register interest or get live updates of all our current vacancies please visit

[My Trust Careers](#) and create an account.

In line with Keeping Children Safe in Education, please be advised that if shortlisted, we will carry out internet searches to support our commitment to safer recruitment. Please note that the purpose of this is to identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with applicants at interview. Internet searches will be carried out by someone who is not directly involved in the recruitment process and only relevant information will be shared with the interview panel.



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Vacancies

Register Log in

Welcome to your
careers portal

You've taken the first step in your search for an
incredible career. Now take the second.

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