



*Saint*GREGORY'S
Bath




*Outstanding
Catholic education for all*

Application pack for the post of:

Payroll & Pensions Manager (part time)

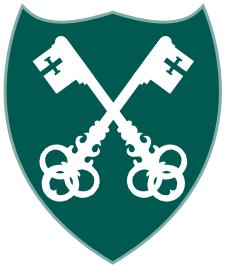
Closing date: Midnight on Tuesday 31 October 2017
Interviews: Tuesday 7 November 2017

“In Christ we flourish”



“Saint Gregory’s is simply the best school in every possible way. My children have gone from strength to strength due to excellent teaching and pastoral care. They are confident, capable, well-rounded and above all, happy.”

Parent



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Mission Statement

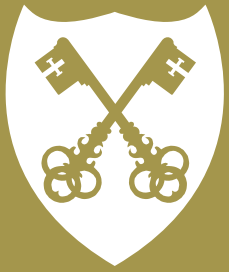
As a Catholic school, our inspiration is Jesus Christ. We therefore promote the dignity and well-being of every child and ensure that they flourish with us in a safe, happy and enriching environment.

We believe that everyone is gifted and called by God to fulfil some definite service for the greater good of society. We will help our students to discover their vocation in life, to achieve their full potential and to use their gifts for the greater glory of God.

Student Creed

At St. Greg's, we are a family.
We walk together in the footsteps of Jesus.
We are all equal in the sight of God
So everybody deserves dignity and respect.
We believe that we are all blessed with gifts
And called by God
So let's do something special,
Let's work together for a better future.

In Christ we flourish.



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Welcome from the Headmistress

Dear Prospective Applicant,

Thank you for your enquiry regarding the post of Payroll and Pensions Manager at Saint Gregory's Catholic College, Bath to start as soon as possible.

Saint Gregory's is an over-subscribed high achieving school with a national reputation for excellence. Our most recent Ofsted and Diocesan inspections judged us to be outstanding in every area and we are committed to maintaining and developing that high standard.

At Saint Gregory's we inspire and encourage our students to fulfil their potential and flourish. We are recruiting for an ambitious and talented Payroll and Pensions specialist who has a commitment to excellence and who will provide our school community with the highest standards of service. If you are successful you will be joining an established, successful and highly skilled team.

As a Catholic school we provide our students with a moral compass based on Catholic Social Teaching that supports their growth and development. It is essential that our students are encouraged to have enquiring minds, ask questions and form their own opinions. The pastoral care at Saint Gregory's ensures that our students grow into well-rounded, reflective, caring and thoughtful young people, ready to take their place in society.

We are an inclusive school that places the student at the heart of everything we do. As a Catholic school our values are explicitly Christian, however you do not have to be of the Catholic faith to apply for this post.

There is a warm, welcoming family atmosphere at Saint Gregory's that underpins our culture as a school. Teamwork is at the heart of everything we do and by working together we aim to provide the very best opportunities for all our students and staff.

If you would like to apply for this post, please submit your application by midnight on **Tuesday 31 October 2017**. Interviews will be held on **Tuesday 7 November 2017**. If you have any further questions, or would like to arrange a visit, please do not hesitate to contact my PA Mrs Gormley on 01225 838200 or by email at gormleys@st-gregorys.org.uk.

Yours faithfully,

Ms A Cusack
Headmistress

"In Christ we flourish"



"This is an outstanding school."

Ofsted, July 2013



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About this role

Post:	Payroll and Pensions Manager
Contract type:	Permanent, part time, term time only plus 2 INSET days and 10 additional days to be worked during the school holidays 15 hours per week over 2-3 days between Wednesday and Friday
Salary:	Grade M SCP 25-28 £8,103 - £8,928 (actual)
Start date:	As soon as possible
Closing date:	Tuesday 31 October 2017, midnight
Interviews:	Tuesday 7 November 2017

We are recruiting for a proficient Payroll and Pensions Manager who will lead the pension and payroll administration service at Saint Gregory's. This post will work closely with our external payroll and pensions providers.

The successful candidate will be an enthusiastic professional with specific expertise in Payroll and Pensions to develop and enhance the service provision at Saint Gregory's and ensure that we meet our legal and statutory obligations for compliance. In addition, the Payroll and Pensions Manager will share responsibility for some of the Human Resources and Safeguarding functions with the HR Manager, so an interest in Human Resources (including administration) is essential. The successful candidate will be joining a small, friendly team operating in a busy but rewarding environment.

The Payroll and Pensions Manager will be expected to have a positive, 'can-do' attitude and be flexible in their role when needed. Applicants must demonstrate excellent attention to detail and be equally comfortable in writing letters or updating spreadsheets. We are looking for an individual who respects confidentiality, can work accurately and efficiently to meet deadlines and who will compliment the existing support services at Saint Gregory's.

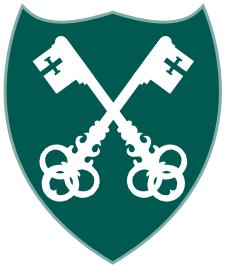
Applications are invited from individuals who are currently either working as a Payroll and Pensions specialist or an exceptional and aspiring professional who is ready to take the next step in their career and can demonstrate:

- Experience of pensions and/or payroll administration;
- A keen interest in and/or experience of working in Human Resources;
- Clear understanding and knowledge of the principles and practices of employment legislation;
- Accuracy and attention to detail with excellent organisational skills.

In return, the successful candidate can expect:

- Outstanding professional support;
- A vibrant and dynamic student body that deserves the very best in teaching and support;
- Free on-site parking;
- Childcare Voucher Scheme;
- Access to the Local Government Pension Scheme;
- Employee Assistance Programme.

If you would like to be a part of this successful and thriving school, and are a suitably qualified and highly motivated professional, we would like to hear from you. For an open conversation about the role and/or to arrange a visit prior to application, please contact the Headmistress' PA Mrs Gormley on **01225 838200** or email gormleys@st-gregorys.org.uk to arrange a suitable time.



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About Saint Gregory's

Saint Gregory's is a Catholic voluntary aided secondary school which was established by the Diocese of Clifton. It primarily serves designated Catholic parishes in Bath and North East Somerset, North West Wiltshire and the north of the County of Somerset and admits students of 11-18 years. It is a medium-sized popular co-educational school, founded on Catholic Christian values and with a strong family and community ethos. These values envelop the learning of students, providing them with an academic start to life that is supportive, nurturing and inspiring. Saint Gregory's has a well-deserved reputation for academic excellence, outstanding pastoral care and an excellent enrichment programme.

The New Sixth is an exciting collaboration between Saint Gregory's Catholic College and St Mark's Church of England School. The New Sixth provides a unique post-16 experience in the state sector in Bath and North East Somerset: a high-quality sixth form education with outstanding pastoral support and a wide range of enrichment activities, inspired by Christian values.

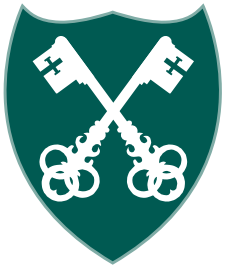
Saint Gregory's has maintained its Outstanding judgement in its most recent Ofsted and Diocesan inspections.

"In Christ we flourish"

A photograph of two young female students in school uniforms, smiling and looking towards the camera. They are standing outdoors in front of a building with large windows. The student on the left has long brown hair, and the student on the right has long blonde hair. Both are wearing white collared shirts under dark green blazers. A black strap, likely for a school bag, is visible over the student on the right.

“Students’ achievement is outstanding. All groups, including higher ability students, those who speak English as an additional language and those who have special needs, make rapid progress in relation to their starting point and abilities.”

Ofsted, July 2013



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Our Location

We are located at the southern gateway to the World Heritage City of Bath with beautiful views towards the Severn Estuary and over Bath. Access to the school is easy as it is on main bus routes and next to the Odd Down Bath Park and Ride terminus.

The World Heritage City of Bath itself needs little introduction. Over four million tourists a year come to visit its many attractions, such as its Georgian architecture, its festivals, theatres, museums, restaurants and shops. It boasts excellent schools, rugby and football teams and Olympic standard training facilities at the University of Bath.

In May 2015, Bath was named as the second safest city in the world. It has also been recognised by the Times newspaper as the best place to live in the UK, offering a very high quality of life. Bath is served by many attractive towns and villages, and our staff and students come from diverse locations.

“In Christ we flourish”



“Students make an outstanding contribution to the Catholic life of the school and benefit enormously from it. The school ethos is demonstrated by the exemplary behaviour of its pupils, their respect and care for one another, as well as their outreach to others outside the school.”

Clifton Diocese Inspection Report, October 2013



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Job Description

Post Holder: Payroll and Pensions Manager
Line Manager: Director of Finance and Premises
Salary Scale: Grade M SCP 25-28
Hours: 15 hours per week, term time only
(to be worked 2-3 days per week between Wednesday and Friday)

This job description should be read in conjunction with the professional duties set out in the governors' Pay Policy and Performance Management Policy.

Key Areas of Responsibility

1. Core Purpose

- 1.1 To provide a full payroll administration support service and effectively and efficiently liaise with our external payroll provider to ensure a timely and accurate payroll each month.
- 1.2 To brief the Senior Leadership Team and Governors on all relevant employment legislation in respect of payroll and pensions.
- 1.3 To provide an effective and efficient pensions administration support service for both the Teachers' Pension Scheme and Avon Pension Fund. To manage and administer the schemes on behalf of the school, to ensure the school meets all required deadlines and is legally compliant.
- 1.4 To be the main point of contact and liaison between the school and its external pensions and payroll providers.
- 1.5 To be the lead officer in the administration of Auto Enrolment for the school to ensure that the school is legally compliant.
- 1.6 To provide an accurate HR administration service as a shared responsibility with the HR Manager. This includes (but is not exhaustive) processing forms (including DBS), conducting return to work meetings, supporting the recruitment process, producing HR letters and completing Occupational Health referrals.
- 1.7 To provide operational safeguarding support to the Director of Finance and Premises as a shared responsibility with the HR Manager to ensure the school complies with all its operational safeguarding responsibilities.

2. Key Duties and Responsibilities Staff Payroll (lead manager)

- 2.1 Responsible for all staff payroll procedures, including the completion and preparation of the monthly payroll return.
- 2.2 Liaise with colleague responsible for cover to log teachers' absence through sickness and record details for payroll return.



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- 2.3 Issue all relevant sickness forms and receive certificates for all staff employed by the school.
- 2.4 Maintain details of staff incremental pay increases and salary changes due to holiday entitlement changes and include on relevant month's pay return. Check new salary details with the Director of Finance and Premises.
- 2.5 To ensure SIMS is kept updated accordingly and any discrepancies referred immediately to the Director of Finance and Premises.
- 2.6 To produce teachers' annual salary assessments.

2. Key Duties and Responsibilities **Pensions (lead manager)**

- 2.7 To complete, check and submit completed pension paperwork to all relevant pensions' agencies and follow up any queries to ensure accuracy of data.
- 2.8 Complete and return relevant pension forms following employment, resignation, retirement, change of contractual details and year end data.
- 2.9 Complete the Auto-enrolment process when required to ensure legal compliance. Ensure all correspondence relating to this is sent out in good time and in line with regulations.

2. Key Duties and Responsibilities **Human Resources (shared responsibility with HR Manager)**

- 2.10 To maintain complete confidentiality at all times.
- 2.11 To provide personnel information, advice and guidance to SLT, Governors and staff.
- 2.12 To provide a generalist HR administration service including (but not limited to) recruitment, safeguarding checks, offers of employment, processing all forms, ER casework, Occupational Health referrals, pre-employment medical checks and return to work interviews.
- 2.13 To maintain computerised and manual records, updating with any subsequent changes to details or contractual information and to ensure financial commitments on SIMS are correct.
- 2.14 Produce reports from the SIMS Personnel module as required by SLT and Governors.
- 2.15 Enter salary awards and National Insurance rates onto SIMS database.
- 2.16 Provide data required for PLASC, complete the staffing census in relation to leavers and appointments and complete any other statistical returns as and when required.
- 2.17 Maintain all staff personnel files.
- 2.18 To minute HR related meetings as required.
- 2.19 To conduct the induction of support staff under the supervision of the Director of Finance and Premises.



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2. Key Duties and Responsibilities

Safeguarding Children (shared responsibility with HR Manager)

- 2.20 To promote and safeguard the welfare of all children and young people that you are responsible for, or come into contact with.
- 2.21 To ensure all staff has a current enhanced DBS disclosure and all DBS disclosures are renewed on a three year basis in line with school policy.
- 2.22 Keep abreast of safer recruitment requirements and ensure SLT are briefed accordingly.
- 2.23 To maintain the Single Central Record for all personnel involved with the school including staff, Governors, volunteers and outside contractors.
- 2.24 To ensure all visitors to the school have the necessary clearance and are escorted round the building.

3. Physical Effort and Working Environment

- 3.1 The post is not subject to any physical effort or strain in excess of work in a day to day office environment.
- 3.2 The post is not exposed to any unpleasant conditions over and above those experienced in a day to day office environment.

4. Supervision received

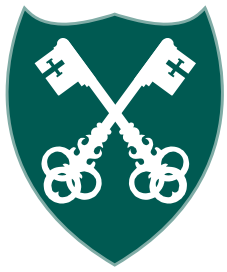
- 4.1 The post holder will be directly managed by the Director of Finance and Premises. The post holder will also be given instructions directly by the Headmistress. The postholder will be expected to work collaboratively with the HR Manager.

5. Contacts

- 5.1 Close liaison with the Headmistress, the Director of Finance and Premises, HR Manager and the Finance Officer.
- 5.2 Staff, Governors, the local authority, the payroll provider, the TPA and Avon Pension Fund providers and other outside agencies.

6. Professional Development

- 6.1 The postholder will be expected to undertake any appropriate training provided by the School to assist them in carrying out any of the above duties.



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7. Additional Responsibilities

- 7.1 This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out.
- 7.2 The post holder will also have line management responsibility (Medical Response Officer).

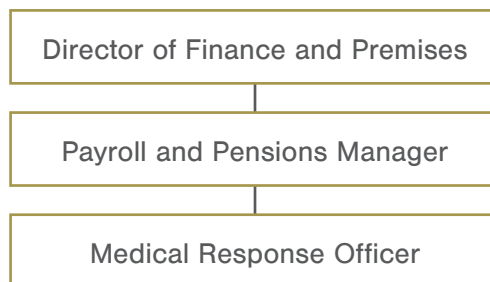
8. Safeguarding

- 8.1 The Governors of St Gregory's Catholic School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced certificate from the Disclosure and Barring Service is required for this post prior to commencement.


9. Special Notes and Conditions

- 9.1 The post holder will be expected to work 15 hours per week. This can be across 2 or 3 days to be worked Wednesday – Friday. Exact start and finish times to be agreed with the successful applicant. This post is offered on a term time only plus 2 INSET days plus 10 additional days to be working in the school holidays.

10. Operational Management Chart



This job description will be reviewed annually or more frequently if necessary by the Headmistress in consultation with the post holder.

A close-up portrait of a young boy with dark, curly hair, smiling gently at the camera. He is wearing a dark green school blazer over a white collared shirt and a green and yellow striped tie. The background is softly blurred, showing other students in similar uniforms, suggesting a school setting. The lighting is warm and natural, highlighting the boy's features.

“Saint Gregory’s is a truly nurturing environment for children, allowing them to grow and flourish into wonderful human beings.”

Parent



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Person Specification

Payroll and Pensions Manager	Essential	Desirable
Qualifications and professional development		
A minimum of three subjects at GCSE, O Level or equivalent including Maths and English	✓	
A relevant professional qualification	✓	
Professional Specification		
Track record of professional success	✓	
Experience of working with outside agencies	✓	
Excellent IT skills and the ability to use Microsoft Office applications, particularly Word and Excel	✓	
Experience of payroll and/or pensions work	✓	
Knowledge of employment legislation	✓	
Interest in Human Resources	✓	
Experience of utilising SIMS Database		✓
Experience of Human Resources work		✓
Experience of an educational environment		✓
Knowledge of conditions of service for relevant staff groups		✓
Knowledge of pensions administration for relevant staff groups		✓
Personal Specification		
Understanding of, and support for, the Christian ethos of the school	✓	
Personable, approachable and courteous at all times	✓	
Excellent organisational skills	✓	
The ability to work quickly, accurately and under pressure	✓	
High levels of emotional intelligence and resilience	✓	
Excellent verbal and written communication skills	✓	
Enthusiasm	✓	



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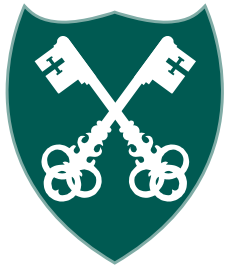
Person Specification

Payroll and Pensions Manager	Essential	Desirable
Personal Specification		
Resilience and calmness in the face of difficult situations	✓	
Initiative in undertaking tasks, ability to finish tasks and to prioritise workload	✓	
Flexible attitude to work and role when circumstances demand	✓	
Ability to work effectively with others	✓	
Understanding of equalities issues and commitment to working in a non-discriminatory way	✓	
Practising Catholic		✓
Experience of working in church schools		✓
Safeguarding children		
A clear understanding and commitment to safeguarding and promoting the welfare of children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Appropriate attitudes to the use of authority and maintaining discipline	✓	

“Sporting, artistic and dramatic opportunities are outstanding and all students take full advantage of the range of opportunities to develop clear, personal values and to make an impact on school life.”

Ofsted, July 2013





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How to apply

Closing date for applications: Tuesday 31 October 2017 at midnight
Interviews will be held on: Tuesday 7 November 2017

Applicants are asked to submit their application to:

Miss M Jackson, HR Manager by email to: hr@st-gregorys.org.uk

They may also be submitted via post to:

Miss M Jackson, HR Manager
Saint Gregory's Catholic College
Combe Hay Lane
Odd Down, Bath, BA2 8PA

Please note that no other material (such as resumés, testimonials or CVs) will be considered during the selection process.

To arrange a visit prior to application or to discuss the role further with the Headmistress, please contact the Headmistress' Personal Assistant, Mrs S Gormley, on **01225 838200** or email: gormleys@st-gregorys.org.uk.

We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. We follow safer recruitment practices and appointments are subject to an enhanced DBS check. Details of our CP Policy can be found on our website at www.st-gregorys.org.uk/useful-information/key-documents.

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Odd Down, Bath, BA2 8PA

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www.st-gregorys.org.uk

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