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**JOB DESCRIPTION**

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| **JOB TITLE:**  **GRADE:** | Regional Payroll & HR Administrator  SCP 21 £20,541 |
|  | E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment. |
| **PURPOSE OF JOB**  **To provide a payroll & HR service to the South West Region. To input and reconcile payroll monthly and prepare all HR documentation for recruitment, absences and probation.** | |
| **Line managed by**: Regional Senior Finance Manager  **Line managing**: N/A | |
| **KEY RESPONSIBILITIES**  Working as part of the Regional team providing payroll services, safer recruitment and general HR support to South West E-ACT Academies and the Regional Team. Including sending payroll inputs to our internal payroll team and responsibility for all payroll related requirements. Providing a high quality service to individuals and Academies. Providing effective and efficient output of work to meet the demands of the role and promote the core values of the regional team regarding excellence and professionalism. | |
| **MAIN ACTIVITIES**   * Follow safer recruitment procedures to effectively create all personnel files for all new recruits within the E-ACT South West and Bristol Regional team. * Liaise and deliver personnel files to the Academy Operations Administrators once files signed as complete * To include all relevant DBS and safeguarding checks prior to creation and issue of contract. * Maintain a up to date portfolio of job descriptions and person specifications for roles within academies and regional team – Including pay scales * Keep a file for all posts advertised and deal with applications upon submission, file to include authorisation forms signed by RED/ROD, job description and person specification * Prepare all interview day documentation, i.e. job description, person spec, application and references received plus any other paperwork relevant to interview type * Prepare all Induction/Probation packs for all new staff and handover to academy administrator to schedule/diarize meetings. * Follow up all staff leaver processes with the assistance of academy operations administrators/head teachers. * Maintain an overview of staff absence across all academies and regional staff * Complete all payroll and HR administration to include and not limited to pay variation letters, maternity/paternity letters, acknowledgement and long term sick communication, flexible working requests and any other confidential letter writing. * Maintain SIMs with updates to pay scales following increments to allow up to date information in the workforce census. * Support with the administration of HR case work in the region. * Assist in production of monthly payroll new starters, leavers and amendment information, submission of time sheets and sickness/absence data. * Reconciliation of payroll to budget * Ensure timescales are adhered to. * Ensure manual and computerised records are accurately maintained in line with EACT, industry and legislative requirements taking into account the new GDPR regulations. * Develop ad-hoc reports as required by the Regional Operations Team. * Maintain absolute discretion and maturity in handling sensitive/confidential information. * Dealing with payroll queries for all stakeholders. * To follow the Scheme of Delegation for recruitment and payroll sign off. * To support HR lead and ROD with end of month data figures * Any other tasks as deemed appropriate by senior management. | |
| **Additional duties:**   * To support Academies across the region with accurate and timely payroll processing * Comply with policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to an appropriate person * Be aware of and support difference and ensure equal opportunities for all * Contribute to the overall ethos/work/aims of the Region * To attend and contribute to SW Regional meeting of senior staff as and when directed by the Regional Senior Finance Manager * Develop constructive relationships and communicate with other agencies/professionals * Participate in training and other learning activities and performance development as required * Recognise own strengths and areas of expertise and use these to advise and support others * To undertake any other duties appropriate to the grade of the post as requested by the Regional Senior Finance Manager   Special Conditions  Work across regional locations | |