



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>HR &amp; Payroll Administrator</b>
<b>Hours of work:</b>	<b>35 hours per week, full-time</b>
<b>Salary:</b>	<b>Pay Scale 2: Spine point 7-12 £23,628 – £25,833</b>
<b>Reports to:</b>	<b>HR Manager</b>

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### **PURPOSE OF POST:**

Responsible for the timely and accurate processing, monitoring, reconciling and reporting for all the key areas identified under main duties and responsibilities.

The post holder will ensure that the associated works are always managed in the most efficient manner through the judicious use resources, application of forward-planning and always meeting both statutory and local timelines.

The HR Manager will provide the post holder with strategic and operational leadership and relevant guidance in all aspects of the HR office business activities.

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### **CORE RESPONSIBILITIES:**

#### **1. Payroll & Pensions**

- 1.1 Responsible for preparing, administering and checking the monthly payroll, ensuring that the entire cycle of payroll is accurate and all staff are paid on time.
- 1.2 Process all pay and pension related paperwork. Liaising with payroll provider and staff members as appropriate.
- 1.3 Ensure completion of the annual Teachers' Pensions and Local Government Pension Scheme returns and deal with all associated enquiries.
- 1.4 Oversee salary sacrifice schemes including childcare vouchers, GAYE and cycle to work schemes
- 1.5 Prepare and distribute annual teaching and support staff salary statements.
- 1.6 Prepare, complete and circulate monthly reports for pension providers, union deductions, etc.
- 1.7 Check payroll provider's invoice, ensuring charges match work completed.
- 1.8 Responsible for ongoing filing of payslips, pay reports and any related confidential documents.

## **2. Human Resources**

- 2.1 Regularly update Single Central Record with staff changes as appropriate
- 2.2 Daily monitoring of the HR mailbox, and assigning queries as appropriate.
- 2.3 Producing probation outcome letters as necessary.
- 2.4 Conduct regular monthly cleanse of data on SCR and SIMS regarding leavers, ensuring leavers are communicated to relevant departments.
- 2.5 Undertake employee variation letters as necessary.
- 2.6 Filing of confidential documents, ensuring all personnel files are kept up to date in a timely and accurate fashion.
- 2.7 Deal with Maternity and Paternity queries, issue relevant contracts and update SIMS with relevant dates.
- 2.8 Update SIMS personnel with relevant employee changes.
- 2.9 Support with annual workforce census.
- 2.10 Acknowledging resignation letters, ensuring exit interviews are arranged and analysed, including compiling reports.
- 2.11 Complete employee reference letters where requested (Proof of income/mortgage/visa/confirmation of employment).
- 2.12 Maintain the leave of absence and CPD monitoring system on relevant systems.
- 2.13 Day to day tasks such as word processing, using excel spreadsheets, photocopying, filing, shredding and distribution of information.
- 2.14 Supporting the day to day administration generated from the School or from annual/ad hoc projects i.e. administration for new joiners and leavers.
- 2.15 Ensuring that HR data is accurate and up to date.
- 2.16 The post holder will learn Human Resources best practice.
- 2.17 To undertake any other duties, which may be reasonably required and commensurate with the grade of the post as directed by line manager.

## **3. General**

- 3.1 To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- 3.2 To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- 3.3 Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- 3.4 The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.

## **NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_