

Job Description

Job Title:	Payroll Manager
Scale:	Grade 8-10. SCP 21-31 <i>(Placing within grade dependent upon experience and qualifications).</i>
Hours:	37 Hours per Week.
Contract Type:	Permanent, Whole Time.
Location:	Advance Learning Partnership, Spennymoor.
Responsible To:	HR Manager, Chief Operating Officer.
Role Purpose:	<ul style="list-style-type: none"> To ensure high quality and scalable Payroll provision across the Trust. To provide a professional, efficient and effective payroll administration and advice service across the Trust in accordance with agreed policies and procedures, ensuring compliance with all relevant legislation; maintaining confidentiality and high professional standards at all times.
Specific responsibilities:	<ul style="list-style-type: none"> Manage input of monthly payroll processes for the Trust including new starters, leavers, variations to contract, overtime, annual pay increases. Work to payroll deadlines and ensure that information is uploaded to payroll portal in accordance with these deadlines. Manage employee salary and payroll and pension queries. Manage pension scheme administration. Complete leaver paperwork for pensions, liaise with LGPS/TP. Ensure personnel/ payroll files are created and maintained in keeping with legislation and guidance. Assist with internal and external auditing processes. Support the HR Manager with the preparation of paperwork associated with employment changes and variations to contracts. To support payroll tendering processes as and when required ensuring compliance with legislation. Gender Pay Gap Reporting. Responsible for the School Workforce Census for all schools. Support with apprentice levy funding. Assist with IR35 queries.
Generic Responsibilities:	<ul style="list-style-type: none"> Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure. To model the values, ethos and vision of the Trust. To maintain at all times, the utmost confidentiality with regard to all financial reports, records, personal data relating to staff, students and other information of a sensitive or confidential nature. Be aware of, comply and assist with the development of policies and procedures relating to child protection, health and safety, safety and security, confidentiality and data protection, reporting on all concerns to an appropriate person.
Special Conditions:	<ul style="list-style-type: none"> Participate in training and other learning activities and performance development as required. The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager. The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health and Safety at Work Act, COSHH, and all other mandatory regulations are adhered to. An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before and appointment can be confirmed.
The above duties and responsibilities are not an exhaustive definition of all the tasks associated with the post.	

Job Description and Person Specification
Payroll Manager



Person Specification		Essential	Desirable
Application	Application form and a well-structured letter of application indicating interests and strengths in the role.	*	
	Fully supported in references.	*	
Qualifications and Professional Development	Level 3 qualification e.g. CIPP Payroll Technician Certificate / CIPD or relevant equivalent/or higher qualification.	*	
	Level 5 (or equivalent) in relevant subject (or willingness to work towards).		*
	Degree in relevant subject.		*
Experience	Experience of taking initiative and self-motivation.	*	
	Leading a team(s).		*
	Working within a school/ MAT or similar establishment.	*	
Qualities & Values	Able to work to tight deadlines, managing and prioritising time effectively.	*	
	Excellent communication skills both written and oral, with the ability to communicate effectively with people at all levels.	*	
	High level of administrative and organisational skills.	*	
	Able to work as part of a team and contribute towards its success.	*	
	Record keeping and information retrieval.	*	
	Able to use all MS Office programs particularly TEAMS, Word, Excel, Outlook and PowerPoint and be familiar with other bespoke databases.	*	
	Self-starter, with an ability to work independently and use own initiative to overcome obstacles.	*	
Personal Attributes	Have an openness to learning and change.	*	
	Have a positive attitude to personal development and training.	*	
	Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility.	*	
	Demonstrate good interpersonal skills.	*	
	Demonstrate integrity, confidentiality, impartiality, and empathy.	*	
Special Requirements	Be able to travel and work in designated schools across the Trust if required.	*	
	Be willing to, occasionally, attend evening meetings.	*	