



Application Pack  
**PAYROLL MANAGER**



## Welcome from the Emmaus Catholic Academy Trust (Diocese of Salford)

We would like to take this opportunity to thank you for your interest in the advertised role of Payroll Manager with the Central Team. Emmaus CAT (Diocese of Salford) is a rapidly growing Catholic Academy Trust with a footprint covering Manchester, Oldham, Stockport, Tameside and Trafford.

We believe that the Payroll Manager will contribute significantly to the strategic direction of the CAT over the coming months and years, and we are excited for the future of the Emmaus Catholic family of schools.

Emmaus Catholic Academy Trust is one of three Catholic Academy Trusts serving the Diocese of Salford. The Diocese of Salford provides Catholic Academy Trusts, schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society.

Working with the Central Finance Team and Emmaus CAT School Business Managers we are very much looking forward to recruiting an outstanding Payroll Manager. The successfully appointed candidate will join our Central Finance Team and support existing schools with monthly payroll queries and processing, with responsibility for payroll set-up and transfer for new schools joining the CAT.

Emmaus CAT is an integral part of The Right Rev John Arnold, Bishop of Salford's vision for the Diocese of Salford to 'Rebuild the Church, fit for future generations'. Our team looks forward to working collaboratively with the successful candidate, providing a wide range of support and training to strengthen our schools.

Yours sincerely



**Catherine Anderson**  
Chair of Directors



**Daniel Copley**  
CSEL/CEO



## MISSION

The Diocese provides schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society

## VISION

Our aim is simple; to ensure we have great schools, strong in faith, serving society.

We will enable our schools to provide great Catholic education across Greater Manchester.

As one Catholic Academy Trust we will work collegially to ensure that children get the very best Catholic education and faith formation.

## STRATEGY

### Strategic Focus 1

Mission. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be strong in faith.

### Strategic Focus 2

Quality of Education. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and serve society.

### Strategic Focus 3

Academy Improvement. To build strong and sustainable infrastructure, making effect use of resources, enabling the Emmaus CAT school communities to serve society.

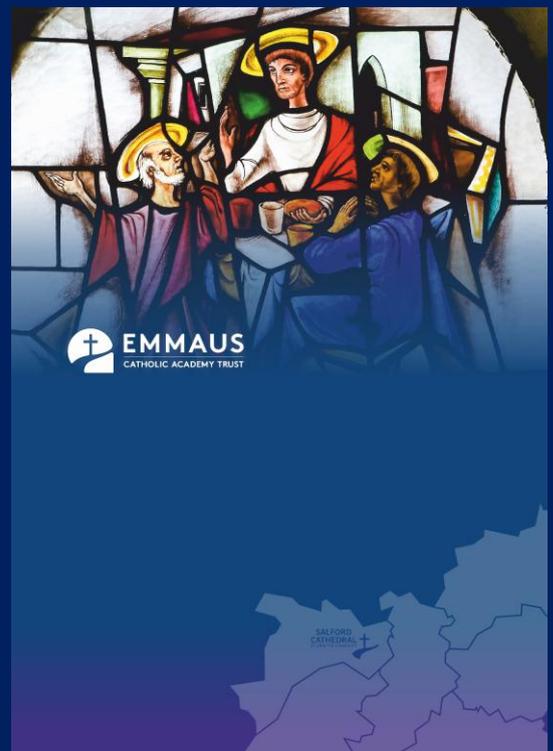
## The Emmaus Catholic Academy Trust Prayer

Meet us, Lord, on the road to Emmaus,  
Guide us on the path toward our destination,  
and renew our strength as we continue to walk and  
commune with you.

Open our eyes, so we see the signs of your presence around us;

open our hearts, so we may receive your peace and love; and empower us to pass on to others the grace you have shared with us so freely.

**Amen.**





## 6 CRITICAL QUESTIONS

At Emmaus CAT we focus on the following six critical questions.

### 1) Why do we exist?

#### Our Mission

The mission of Emmaus Catholic Academy Trust is to provide great Catholic education across Greater Manchester.

1. To assist in the mission of making Christ known to all people;
2. To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
3. To be of service to the local Church – the Diocese – the Parish and the Christian home;
4. To be of service to society.

### 2) How do we behave?

Our habitual Virtues are based on Luke 24: 'Stay with us Lord, on our Journey...'

Humility – Faithfulness - Service



### 3) What do we do?

We enable our schools to provide great Catholic education across Greater Manchester.

Emmaus CAT is one of three Catholic Academy Trusts within the Diocese of Salford. The footprint of the Emmaus CAT serves the Roman Catholic schools within the areas of Manchester, Oldham, Stockport, Tameside and Trafford.

As one Catholic Academy Trust we work collegially as a family of schools serving local parishes and communities to ensure children and pupils get the very best Catholic education and faith formation.

By the time children leave our schools, we want every pupil to have the curriculum knowledge, skills and character education to be of service to society.

Our schools are aligned in our mission and share our philosophy of working together to develop meaningful relationships between schools, parishes, families, communities, and the Diocese of Salford by continually supporting school improvement, faith formation and serving society.

#### Our Vision

**To work collegially as a family of great schools, strong in faith, serving society.**

The key strength of all the schools is that they are all distinctive and rooted within their parish communities. We intend to maintain the distinctive nature of each of the schools whilst sharing recognised good practice across the board to build an established CAT of excellence.

Emmaus CAT will enable a school to continue its journey in a truly collaborative and collegial environment with like-minded schools where children and pupils come first, are nurtured in such a way that they are able to develop fully, contribute positively to society and acquire a true sense of responsibility and freedom. We are proud to work both with our fellow Catholic CATs across the Diocese of Salford and a wide range of other schools, local education partners, and MATs (Multi Academy Trusts) across the region. In our CAT we share our unconditional support of the vulnerable and the challenged. Our commitment to parents is to care for, support and educate their child to the highest possible standards.

By joining our CAT, we support school leaders to share collaborative strategies on school improvement, curriculum, staff development; provide initial teacher training, planning and strengthen the capacity of individual schools.

Emmaus CAT reflects the journey that Jesus made after his resurrection. The Walk to Emmaus offers today's disciples, our whole CAT community, a parallel opportunity to rediscover Christ's presence in our lives, to gain fresh understanding of God's transforming grace, and to form friendships that foster faith and support spiritual development.

We aim to journey together with Christ, to recognise the Lord in our midst and to bear witness to the good news of God in Jesus Christ.



## 4) How will we succeed?

### Our Philosophy – Aligned Autonomy

Our philosophy is aligned autonomy. We are aligned in our mission, vision and virtues as one organisation. We promote autonomy by recognising the unique context and ethos of each individual school serving their local parish community.

It is fundamentally important to us that we share the same mission, vision, virtues, and values. All Emmaus pupils and staff should benefit from our best collective practices. And we will all benefit from the collective resources, brand, and reputation of the Emmaus Catholic Academy Trust.

So why then do we retain the term autonomy? It is because we believe leadership and personal accountability are founded on ownership and self-direction. A culture of conformity can kill innovation and drive away the best staff. And standardisation fails to respond to changing needs and fails to adapt to a changing environment. The distinctive context of each school in the Emmaus CAT is unique and must be fully embraced and understood. Every school has strength and capacity. Every school has a part to play in developing the future strategy for the Emmaus CAT.

At Emmaus CAT we think it is the concept of aligned autonomy that is to be the foundation of our success: we are aligned on our mission, vision, virtues, and values – these are our non-negotiables. Nonetheless, because we are determined to create a healthy Christ centred and child centred organisation, the people who serve and work for and with us must also have agency and self-determination.

At Emmaus CAT, we passionately believe in schools having their own individuality underpinned by common principles, schools' benefit from maintaining their own identity with access to shared best practise across a range of schools. This enables schools to focus on the key priorities of teaching and learning, whilst the CAT leads on financial, operational and resource management and provides high quality core and universal support for school improvement. With the educational landscape changing at such an unprecedented rate, the CAT aims to work by means of collegiality to ensure that each school within Emmaus CAT continues to thrive, leading to improved educational outcomes and formation for all.

### Curriculum Knowledge and Academic Rigour

We know our core business. Children and pupils are at the heart of our CAT. Our vision is all focused around children and pupils getting the very best Catholic education and formation. All children are entitled to a rich curriculum and to the powerful knowledge which maximises life chances. Children need powerful knowledge and character education to understand and interpret the world. Our children will leave our schools ready to be of service to society.

### Emmaus Talent is Key

At Emmaus CAT we believe talent is key. We want to recruit and retain the best people; leaders, teachers, and staff. We want to ensure we know where our next talented staff are coming from. We fully support and encourage career development opportunities and experiences for our staff. Our talented people are our most significant resource. We want a healthy Catholic organisation where all our staff feel fully valued and excel professionally, personally and in faith.



## 5) What is most important, right now?

### Strategic Priorities–2024/2025

#### Strategic Focus Area 1:

##### Mission

1. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be **strong in faith**.

#### Strategic Focus Area 2:

##### Quality of Education

2. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and **serve society**.

#### Strategic Focus Area 3:

##### Academy Improvement

3. To build a strong and sustainable infrastructure, making effective use of resources, enabling the Emmaus CAT school communities to **serve society**.

Emmaus CAT currently educates approximately 6,050 children, and employs approximately 850 staff.

- St Antony's RC High – 686
- St Anne's RC High – 607
- St Chad's RC Primary – 230
- St Matthew's RC High – 1319
- Mount Carmel RC Primary – 455
- Holy Family RC Primary School – 214
- St Kentigern's RC Primary School – 454
- St Edward's RC Primary School – 266
- St Mary's RC Primary School – 114
- St Joseph's RC Primary School – 503
- St Francis RC Primary School – 248
- St Stephen's RC Primary School – 410
- St Mary's RC Primary School, Failsworth – 458
- St Patrick's RC Primary School, Oldham – 213

- St Anne's RC Primary School – 227
- St Christopher's RC Primary School, Tameside – 251
- Our Lady of the Rosary RC Primary School – 235
- St Thomas More RC College – 778
- St Dunstan's RC Primary School – 329
- St Margaret Mary's RC Primary School – 342
- St Edmund's RC Primary School – 238
- St Patrick's RC Primary School, Manchester – 196
- St Winifred's RC Primary School – 401
- St Herbert's RC Primary School – 333
- Holy Rosary RC Primary School – 234
- St John Fisher RC Primary School – 246
- English Martyrs RC Primary School – 225
- St Malachy's RC Primary School – 233
- St John Bosco RC Primary School – 223
- St Joseph's RC Primary School, Oldham – 227
- Corpus Christi RC Primary School – 349
- St Anne's RC Primary School, Oldham - 232
- St Teresa's RC Primary School – 162
- St Monica's RC Primary School – 334

With the schools below joining 2025/2026, Emmaus CAT will educate approximately 13,250 children, and employ approximately 1,800 staff.

- Saint John Henry Newman RC College – 1502



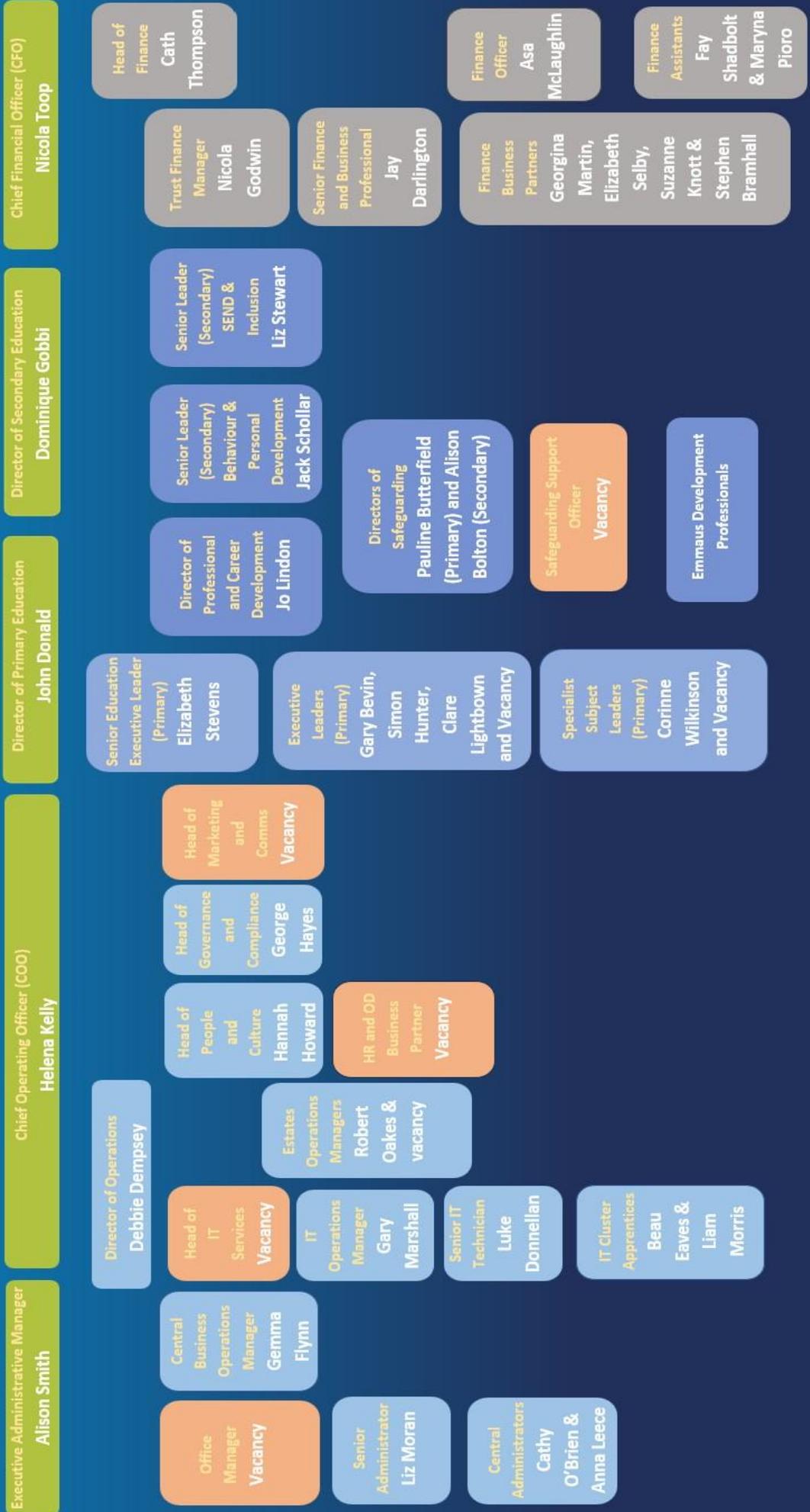
# 6) Our roles and responsibilities. The Emmaus CAT central team



## TRUST CENTRAL 2025 STRUCTURE



**Catholic Senior Executive Leader (CSEL/CEO)**  
Daniel Copley



# Payroll Manager

Salary: NJC Grade 9 SCP 36 – 40, £45,718 to £49,764



The Emmaus Catholic Academy Trust (Diocese of Salford) is dedicated to providing great Catholic Education to our pupils. We are seeking to strengthen our central team in line with the growth of the CAT and the planned retirement of the current postholder, with the appointment of a Payroll Manager to support the financial onboarding process for new schools, along with ongoing payroll and pensions support.

We are seeking a highly organised and personable finance professional, who can support our CFO and Head of Finance, and work with the wider HR and finance teams and School Business Managers and to ensure that the CAT's finance systems are robust and that schools have a full payroll support service in place when joining the CAT and beyond.

This is a critical role, and it is essential that the post-holder is organised, efficient and responsive and able to work with a range of key stakeholders. This role will evolve over time, and it is vital that the post-holder works closely with the HR team as integrated HR and payroll systems are implemented and developed.

The post-holder will have responsibility for the following:

- Managing outsourced contract for payroll and pensions and processing central payroll.
- Providing training and ongoing support to School Business Managers for self-service payroll platform.
- Ensuring payroll changes are processed in line with finance policy and the internal controls framework.
- Liaising with School Business Managers and Local Authority/ Outsourced payroll providers to set up and test new schools on payroll.
- Posting and reconciling payroll journals to all ledgers on a monthly basis, including any recharges, and preparing and posting accruals for pay awards.
- Assisting with providing information for both external and internal audit review.
- Liaising with external pension providers on queries and audits.

**Contract/Hours of work:** Full-time, 35hrs per week (*0.8 FTE would be considered to align with payroll deadlines*)

**Salary:** NJC Grade 9, SCP 36 – 40, £45,718 - £49,764

- **Membership of Local Government Pension Scheme (Career Average Benefits)**
- **26/31 days annual leave plus 4 additional Christmas closure days.**

#### **Location:**

We operate a flexible working model, with the option to work occasionally from home. Our central offices are in Sale and attendance will be required across allocated schools on key dates.

**Our offices are easily accessible from the M60 (J7), the A56 from Manchester City Centre and are within walking distance from the nearest Metrolink Tram station with exceptional amenities.**

#### **Line Management:**

The Payroll Manager will report directly to the Head of Finance.

#### **Key contacts:**

Finance Team, HR Team, Head of People and Culture, Central Team, Headteachers and School Business Managers

#### **Responsibilities**

The Payroll Manager will be responsible for ensuring that payroll processing and posting is timely and accurate, along with supporting new schools with set-up and training and supporting the wider finance team.

**Closing date for applications Monday 28<sup>th</sup> April 2025, 9am**  
**Interviews will take place on**  
**Friday 2<sup>nd</sup> May at Jackson House, Sale.**

**Please be aware we reserve the right to close this vacancy early should sufficient applications have been received prior to the deadline.**

Please contact Liz Moran, Senior Administrator via email;  
[liz.moran@emmauscat.com](mailto:liz.moran@emmauscat.com) for further details and application form



# Payroll Manager

## Job Description

The post holder will report directly to the Head of Finance.

### Key Responsibilities:

#### Monthly Payroll Support and Processing:

- Training and supporting School Business Managers with self-service payroll platform, salary calculations and non-standard queries.
- Ensuring internal control framework is maintained and payroll changes are appropriately authorised.
- Ensuring monthly payroll journal is posted accurately to financial ledgers of schools, including any recharges.
- Calculating and posting monthly pay award accruals for teachers and support staff.
- Liaising with external payroll provider regarding contract management, pension and HMRC returns, including involvement in bulk payroll transfer.
- Ensuring BACS system is monitored and maintained for accurate employee details.

#### Onboarding of New Schools:

- Ensuring accurate payroll data is obtained for new schools joining the CAT – working with incumbent payroll agencies, SBM's and CAT payroll provider to set-up and complete parallel runs.
- Work with pension providers (GMPF and TPS) to relevant paperwork and pooling agreements are in place pre-conversion.
- Work with CFO, Head of Finance and wider finance team as part of due diligence and set-up of new schools, including delivering payroll system training and support.
- Support Finance Business Partners and CFO in setting initial post-conversion budgets for school, including accurate staffing budgets using IRIS Financial Planner software.

#### Project Support, including People Strategy:

- Support CFO and Head of Finance with contract management and future tenders of payroll and pensions service, including bulk payroll transfer.
- Support Head of People and HR team with project costings relating to People Strategy initiatives and mandatory reporting – eg Gender Pay Gap, Pay Standardisation.

#### Policies, Audit and Regulatory Compliance:

- Uphold the internal control framework for payroll changes, aligned with the main finance policy and recommend enhancements, including training of School Business Managers at network meetings.
- Support the internal and external audit process by providing timely and relevant information in relation to payroll and processes.

#### Other Responsibilities

- Adhere to all CAT-wide policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities or attending events outside of normal working hours, with notice and upon agreement).
- Occasional travel between different sites of Emmaus CAT as required (all schools are within the Salford Diocese covering Manchester, Stockport, Trafford, Tameside and Oldham).
- Actively participate in performance reviews at regular intervals in accordance with CAT-wide procedures.

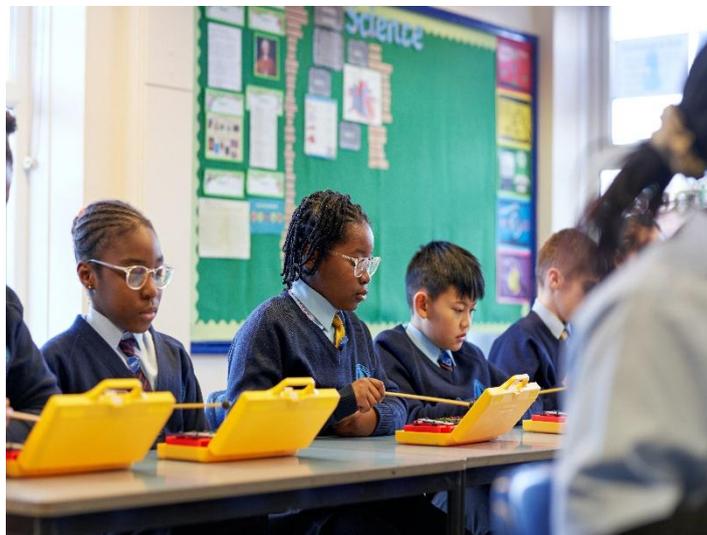
- Undertake training courses organised by the CAT where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Demonstrate consistently high standards of personal and professional conduct as defined in the Emmaus CAT Code of Conduct Policy.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting any and all concerns to an appropriate person as soon as they arise.
- Attend and participate in relevant meetings as required.
- Participate and take an active role in training and other learning activities and performance development as required.
- Support the profile of the CAT with key stakeholders, local, national and international bodies and professional sectors.
- Work as part of a team to support colleagues and contribute to the vision and mission of the CAT.

### Safeguarding

- Draw attention to best practice in Emmaus CAT to support other schools and encourage links with local agencies that may deliver additional resources to the schools or families.
- Assist with and ensure that all schools comply with safer recruitment procedures and that induction includes a specific focus on safeguarding.
- Emmaus CAT is committed to safeguarding and promoting the welfare of children and young people at all times. You will be responsible for promoting and safeguarding the welfare of all children with whom you come into contact, in accordance with the CAT's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure and Barring Service (DBS).

### Equality, Diversity and Inclusion

- Assist with ensuring that schools implement the equality, diversity and inclusion strategy ensuring that every learner in the CAT has a positive experience.
- Look outward to other education settings in seeking to ensure best practice is maintained in all Emmaus CAT schools and settings.
- To support, recruit, manage, develop and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning.
- To ensure the development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.



## General

- Actively contribute to and promote the overall ethos and values of each school and the wider CAT.
- Maintain consistently high standards of professional conduct, tact and diplomacy at all times in dealing with pupils, parents, staff and colleagues, external agencies and any other visitors to the school or Emmaus CAT.
- Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and the CAT's business at all times.
- Act as an ambassador for the Diocese, schools and the wider CAT within the local community and beyond, ensure that the ethos and values of Emmaus CAT are promoted and upheld at all times.
- Undertake any other reasonable tasks and responsibilities requested by the Emmaus CAT Board, CEO or Trust Central Executive team which fall within the scope of the post.
- Display resilience, motivation and commitment to support Emmaus CAT schools and being of service to the Diocese of Salford and its Catholic Community.
- Be flexible and proactive in meeting the needs of the CAT.
- Emmaus CAT and its employees are expected to support the Catholic aims and visions of the CAT, however, there is no requirement to be a practicing Catholic.

## Other

The above list is not exclusive or exhaustive, and Emmaus CAT may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Emmaus CAT's responsibilities towards safeguarding.

Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

## Method of Working

Emmaus Catholic Academy Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires a clear appreciation of the Catholic faith, our special ethos and commitment to serving society, dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Catholic Education Service and the Emmaus CAT's Code of Conduct and reflecting the Diocesan values. You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction, ongoing performance reviews and through Emmaus CAT communications. All staff are required to maintain confidentiality as required.

## Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Emmaus CAT staff.

It is a prime objective therefore that staff will at all times project to the public the image of the Emmaus CAT as keen to assist wherever possible, and positively promote the work that is carried out.

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. Appointment is subject to the current conditions of employment in the Joint National Council Agreement on Pay and Conditions of Service Handbook (the Green Book)*





## Person Specification

Qualifications	Essential/Desirable
Good standard of education including strong GCSE level passes in English and Maths	E
Educated to at least A Level or equivalent	E
AAT/CIMA/ACA/CIPFA or other recognised finance/payroll qualifications or substantial and relevant on the job experience	E
Experience	
3 years' experience in a finance or payroll role	E
Experience of calculating salaries, understanding term time fractions and working with finance and payroll systems	E
Experience of education charity sector	D
Skills and Aptitudes	
The ability to use financial management information systems	E
Knowledge of payroll and pensions processes, including internal control framework	E
Knowledge of the PAYE and pensions framework	D
Knowledge of regulatory framework for multi academy trusts	D
Ability to deal with external contract providers over system issues and provide training to colleagues	D
Personal Qualities	
A flexible approach and willingness to learn	E
Good communications skills and the ability to inform and persuade others	E
Good problem-solving skills	E
An attention to detail, especially in relation to processes and systems	E

Ability to work in a timely manner and ensure prioritisation of key tasks	E
A commitment to the safety and wellbeing of children and young people	E
A commitment to equality, diversity and inclusion	E
<b>Special Requirements</b>	
Satisfactory enhanced clearance with the Disclosure and Barring Services	E
Pre-Employment Health Check	E
Willingness and ability to travel to schools across the CAT and attend various key events	E
Full driving licence	E
An appropriate understanding of child protection and data protection	D





**EMMAUS Catholic Academy Trust**

Jackson House, Sibson Road, Sale, M33 7RR

0161 470 5114

CSEL/CEO - Daniel Copley

[enquiries@emmauscat.com](mailto:enquiries@emmauscat.com)

Company No. 12206105

[www.emmauscat.com](http://www.emmauscat.com)

[@EmmausCAT](https://www.instagram.com/EmmausCAT)

Applications need to be made using the CES application form, available from the [Emmaus CAT website](#).

**Closing date: Monday 28<sup>th</sup> April 2025, 9am**

We will be shortlisting on Tuesday 29<sup>th</sup> April and successful candidates will be informed in due course.

**Interviews will take place: Friday 2<sup>nd</sup> May 2025**

Please be aware we reserve the right to close this vacancy early should sufficient applications have been received prior to the deadline.

Please return completed application forms and supporting documents to Liz Moran, Senior Administrator at Emmaus Catholic Academy Trust by email; [liz.moran@emmauscat.com](mailto:liz.moran@emmauscat.com)

