



Payroll Administrator Scale 6 Permanent/Full time

Required: January 2025

Registered Office Address:

Edmonton County School
Great Cambridge Road,
Enfield EN1 1HQ

Tel: 020 8360 3158 Email: ECSRecruitment@edact.org.uk

Chief Executive: Dr S M Tranter



EdAct

www.edact.org.uk

EdAct comprises Edmonton County Secondary School (Bury and Cambridge Campuses), Lea Valley Academy, Edmonton County Primary School, Salmons Brook School and from September 2023, the Konrad Halls Centre.

Our Academies provide an education for children aged 4-18 in North London. We have been educating young people in this part of London since 1919 and throughout that time our approach has been epitomised by high standards and academic excellence, a tradition that continues today.

Our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect are evident in all our work and result in young people who develop and grow as independent, resourceful and resilient individuals.

The Trust has set out the following vision for its work:

Excellence in all we do

Developing a shared understanding of teaching and learning by sharing strengths and best practice

Ambitious and Accountable to our community for the better use of public funds so more resources are available to address the challenges we face

Creative in our approach to achieving the best for the children

Trusted by the community to provide a high-quality education and a great place to work

As a Trust we are committed to providing the best for the children in our schools but also to offer excellent professional development to our wonderful team of staff. If you join us you will enjoy excellent conditions of service and teach children who are keen to learn and succeed. The success of our Trust means that you will have great career prospects either within the Trust or beyond.

We look forward to hearing from you.

Dr Susan Tranter

Chief Executive

Post Title:	Payroll Administrator
Salary Range:	Scale 6
Actual Salary Range:	£34,416 - £36,522
Hours:	36 hours per week, 52 weeks per year
Reporting to:	CEO's PA, ultimate the CEO
Direct Reports:	CEO's PA

Core Purpose

- The Payroll Administrator exists to support EdAct through the effective management and processing of the monthly payroll requirements.
- The payroll function aims overall to deliver effective and efficient support, maintaining the agreed standards of service, to the students, staff and parents who make up the school community.
- Establish and maintain outstanding professional relationships, ensure effective communication across the schools in the Trust, LAs and other stakeholders.
- Assist the CEO's PA, Personnel Administrator and COO on payroll work, as instructed by the Trust including working with new schools joining the Trust.
- To act as the first point of reference for staff regarding payroll matters.
- Carry out any other duties as reasonably required to contribute to the smooth running of the Trust.

Main Duties and Responsibilities:

- To ensure that all payroll requests are entered onto the Trusts preferred payroll portal.
- Ensure that all leaver, starters and variances are processed accurately and checked before payroll deadlines.
- Receive, respond to and resolve any payroll queries from staff liaising with the payroll provider where needed.
- Ensure that all ad-hoc payroll requests are processed, including expenses and overtime.
- Manage the Cyclescheme requests and resulting payroll deductions.
- Ensure that School House rent deductions are processed accurately.
- Oversee the monthly payroll variance checks with support from each school.
- Provide support to senior Trust and school staff in the provision of salary calculations.
- Provide support to personnel staff and CEO's administrators in calculating pay for job adverts.
- Administer pension opt out / opt in form from Teachers' Pensions / Enfield Pensions, ensuring payroll are notified of any changes. Liaising with relevant external providers.
- Ensure the maintenance of confidentiality for all staff records.

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Additional Duties

- Produce confidential reports and information as required.
- Work alongside the CEO's Administrative Assistant to ensure that all roles are advertised and marketed across the Trust and externally, providing support to the CEO's Administrative Assistant at busy times.
- Be familiar and comply with all relevant health and safety, operational, personnel, child protection, data protection and financial regulations, policies and procedures.
- A commitment to their own continuous professional development.
- Undertake such other duties and responsibilities as may be reasonably requested.

EdAct is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to demonstrate this commitment by signing the school's Code of Conduct.

This person specification describes the skills, abilities and experience that we think are needed to do the job successfully. You should think about these carefully when writing the supporting statement part of your application form. We use the person specification as a benchmark against which we assess all candidates.

We will shortlist only those applicants who demonstrate in their application that they meet the criteria set out in the person specification. You should therefore make sure that your supporting statement demonstrates, how your previous experience, skills, qualifications and abilities match all those on the person specification.

You may find it helpful to list each of the person specification criteria as a separate heading and explain how you meet that criterion. When outlining your skills and abilities, try to give examples of your successes and achievements. Simply saying 'I have an understanding of...' is not enough.

1. GCSE Grade C minimum (or equivalent) in Maths and English.
2. Ability to work on own initiative and commitment to getting the job completed to a high standard.
3. The ability to prioritise workload effectively and efficiently, completing high volumes of workload as and when demands require is essential.
4. Show resourcefulness in dealing with competing deadlines and priorities in a busy school environment (for example during the monthly payroll process).
5. Show a highly organised and calm professional attitude at all times showing a proactive not reactive attitude to the role.
6. Have an analytical approach to processing and checking payroll changes.
7. Complement high quality work using MS Office packages.
8. Communicate effectively and professionally when engaging in all aspects of school life including to our parents/stakeholders/staff/students/Governors/police/press and Local Authority.
9. Establish and maintain outstanding professional relationships, ensure effective communication across the schools in EdAct, LAs and other stakeholders.
10. At all times champion the values of the Trust and be an ambassador and advocate of its mission.
11. Carry out any other duties as reasonably required to contribute to the smooth running of the Trust.

How to apply



You can apply online by completing the application form:

<https://edact.org.uk/careers>

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