



# PAYROLL OFFICER

**ACTUAL SALARY: £28,129 - £30,038**  
(Pending NJC Pay Award 2023-4)

**Contract: 37 hours per week, 52 weeks per year**  
**(term-time / part time working would also be**  
**considered)**  
**Start Date: ASAP**

## CANDIDATE INFORMATION PACK

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## What is included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

## Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The Payroll Officer position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

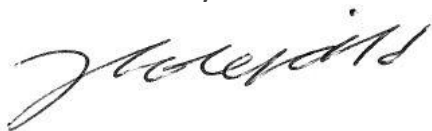
We are eager to appoint an experienced payroll professional, preferably with a background working in education/public sector, to assist with our payroll service. The post holder will be responsible for aspects of the co-ordination and consistent operation of the payroll needs and requirements across the Trust and will help to identify, recommend, develop, implement and support cost-effective payroll solutions for all aspects of the organisation.

If you think you have got what we are looking for, we look forward to receiving your application for consideration.

For further information, please contact Amanda Lee, Deputy Chief Executive on 01623 859749, via email to [HR@esteemmat.co.uk](mailto:HR@esteemmat.co.uk) or visit our website at [www.esteemmat.co.uk/vacancies](http://www.esteemmat.co.uk/vacancies). Please complete the online application form on the MAT website; CVs alone will not be accepted.

I wish you well in your application.

Yours faithfully



Julian Scholefield  
Chief Executive Officer

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## About Esteem Multi-Academy Trust

Esteem Multi-Academy Trust currently comprises of twelve academies throughout Derbyshire, Derby City, and east Staffordshire. Formed by a group of like-minded school leaders in August 2018, the MAT is currently responsible for the education and care of approximately 1,200 students and employs around 850 staff. The total revenue budget for the MAT is approximately £30 million and plans are in place to expand further.

Esteem Multi-Academy Trust includes 7 special schools, 4 alternative provision academies and a mainstream infant and nursery school with an enhanced resource provision educating young people with autism and learning disabilities. We wish to grow further to fulfil our vision to become a centre of excellence for special educational needs and disabilities (SEND) in the midlands. We have a well-defined set of values and a clear vision for the MAT to become a regional hub for expertise in SEND and inclusion. We share a collaborative ethos, believing that we can achieve more for our pupils as a collective group of schools than we could separately. Our academies focus on the holistic needs of the young person, due to students' vulnerabilities. So, 'joined-up thinking', between our academies and different agencies, is essential to deliver the right support for our students.

The main aims of Esteem MAT are to:

- Provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world;
- Deliver high standards and value for money from our support services, resources, estate and technology; and
- Invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice.

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## The advertisement

**Job Title:** Payroll Officer

**Location:** (Hybrid Working model in operation) Trust Central Offices, Lake View Drive, Sherwood Park, Nottingham, NG15 0DT

**Grade/Scale:** Grade 09 (Points 16-19) £28,129 - £30,038 (Pending NJC Pay Award 2023-4)

**Start date:** ASAP

**Contract:** 37 hours per week, 52 weeks per year (term time / part-time working would also be considered)

Esteem Multi-Academy Trust currently comprises of twelve academies throughout the Midlands.

This key role offers a fantastic opportunity to contribute to the vision of Esteem MAT. The Esteem Payroll and HR systems are in-house with PS People (IRIS/Jane Systems). Assisting with our payroll service, the post holder will manage the co-ordination and consistent operation of the payroll needs and requirements across the Trust.

The Payroll Officer will report directly to the Payroll Manager. They will need excellent communication and organisational skills and a friendly and approachable manner, as they will be dealing with colleagues in our academies across the MAT.

The successful candidate will have a high level of experience and skills, including a strong understanding of maintaining payroll systems and solving payroll problems. They will preferably have experience of working in an educational setting, however, this is not essential, and we welcome applicants with experience outside of the education sector.

Benefits include: LGPS Pension Scheme, 25 days annual leave plus bank holidays (30 days after 5 years' service), Westfield Health membership and free parking.

For further information, please contact Amanda Lee, Deputy Chief Executive, on 01623 859749, [HR@esteemmat.co.uk](mailto:HR@esteemmat.co.uk) or visit our website at [www.esteemmat.co.uk/vacancies](http://www.esteemmat.co.uk/vacancies). Please use the relevant application form on the MAT website; CVs alone will not be accepted.

**Closing date for applications: 27 October 2023 (23:59)**

**Interview date: WC 06 November 2023**

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

## Job description and person specification

### Job Description: Payroll Officer

#### Esteem Multi-Academy Trust

<b>Post Title:</b>		Payroll Officer
<b>Location:</b>		Hybrid working between home and office
<b>Purpose:</b>		<ul style="list-style-type: none"> <li>To assist in the management end to end payroll and pensions processes for the Esteem Trust</li> <li>To assist with queries from schools' business managers and staff members</li> </ul>
<b>Reporting to:</b>		Payroll Manager
<b>Liaising with:</b>		Academy Business Managers and their teams Central finance and business team Pension fund officers HMRC
<b>Working Time:</b>		37 hours per week, 52 weeks per year
<b>Salary/Grade:</b>		Grade 9 (Points 16 – 19) £28,129 - £30,038
<b>Disclosure level</b>		Enhanced
<b>PRINCIPLE RESPONSIBILITIES</b>		
<b>To Achieve the Above</b>		<ul style="list-style-type: none"> <li>Maintain pay records and prepare input data, including ad hoc manual pay calculations.</li> <li>Process National Insurance and PAYE in line with appropriate statutory requirements.</li> <li>Administer the Statutory (and Occupational) Maternity, Paternity and Adoption Pay schemes, Statutory (and Occupational) Sick Pay scheme.</li> <li>The schemes include liaising with employees, managers, HR colleagues.</li> <li>Periodically check pay input undertaken by individual schools and ensure appropriate procedures are adhered to</li> <li>Liaise with managers and employees in respect of pay queries, providing advice, assistance and information on the full range of national insurance and PAYE regulations</li> <li>Ensure that pay and benefit records are maintained in accordance with statutory requirements</li> <li>Liaise with the HR team in respect of terms and conditions of service of new employees, leavers and changes in respect of existing employees.</li> <li>Monitor and compile information as required, and generate timely reports in accordance with the requirements of national and local performance indicators.</li> </ul>

		<ul style="list-style-type: none"> <li>• Support the Payroll Manager with the monthly reconciliations and any other tasks that are required to ensure a high quality, credible service is maintained.</li> </ul>
<b>Other Generic Responsibilities:</b>		
<ul style="list-style-type: none"> <li>• Represent and promote the ethos and values of Esteem Multi-Academy Trust</li> <li>• To take and be accountable for all decisions made within the parameters of the job description</li> <li>• Participate with performance management and training and activities that contribute to personal and professional development.</li> <li>• Actively promote and act at all times in accordance with the policies of the MAT eg. Safeguarding, Health and Safety, Equal Opportunities</li> <li>• Provide a high standard of customer service in all dealings internal and external to the MAT</li> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>• Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description</li> <li>• The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition</li> </ul>		
<p>This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.</p>		

## Person Specification: Payroll Officer

### Esteem Multi-Academy Trust

<b>QUALIFICATIONS AND EXPERIENCE</b>		
<b>Essential</b>		<ul style="list-style-type: none"> <li>• Previous experience managing end to end payroll and payroll processes</li> <li>• Excellent IT skills; particularly Microsoft Excel</li> <li>• Highly numerate, analytical, organised, process minded and with great attention to detail</li> <li>• Great communication skills and ability to work with staff across all levels</li> <li>• Excellent customer service skills and the ability to work to tight customer deadlines</li> </ul>
<b>Desirable</b>		<ul style="list-style-type: none"> <li>• Experience with education / local government payrolls</li> </ul>
<b>KNOWLEDGE AND ABILITIES</b>		
<b>Essential</b>		<ul style="list-style-type: none"> <li>• Be a self-motivated individual who is comfortable working to deadlines.</li> <li>• Have be highly numerate, process orientated and able to plan own workload.</li> <li>• A positive and pro-active team player but equally able to work independently</li> </ul>
<b>Desirable</b>		<ul style="list-style-type: none"> <li>•</li> </ul>
<p>This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.</p>		

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## Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2023' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

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## Application process and timeline

Applications are completed online via our website at [www.esteemmat.co.uk/vacancies](http://www.esteemmat.co.uk/vacancies).

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

**Closing date for applications: 27 October 2023 (23:59)**

**Interview date: WC 06 November 2023**

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