**River Learning Trust**

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| **Job description:** | Trust HR and Payroll Officer |
| **Date last reviewed**: | June 2019 |
| **Grade of post**: | Grade 8 (£24,313 - £26,999 FTE) |
| **Contract terms:** | Permanent  Part time c. 50% FTE which could be, 3 days per week term time only, but we are open to other patterns. |
| **Location:** | Trust Central Office, Gosford Hill School, OX5 2NT |
| **Line Manager:** | HR Director |
| **Disclosure Level:** | Enhanced DBS |

**Job Purpose:**

To work within the Trust HR team, providing support and guidance to a range of Trust schools on a variety of HR matters. To provide back up to the Trust Payroll Manager in all aspects of payroll including support with the payroll system and liaising with our payroll provider.

This role will involve some travel to schools within the Trust (within Oxfordshire).

**Main Responsibilities:**

**HR duties**

* Act as a first point of contact for HR queries within the Trust, providing advice, support and guidance to line managers and staff on HR policies and procedures ensuring policies, current legislation and best practice are complied with.
* Build relationships with senior leaders across the Trust in order to work proactively with schools on people related issues.
* To identify areas for improvement in processes and procedures to ensure the HR function and services are continually improved.
* Work with the HR Director and HR Business Partner on complex HR issues.
* HR Admin and support including attending meetings to take minutes, writing up letters, updating paperwork / procedures, producing documentation, filing and managing confidential paperwork.
* Support the HR team with the ongoing review and development of HR policies, processes and procedures.
* Support line managers with low level performance management cases ensuring appropriate and timely action is taken by schools in order to support a culture of excellence.
* Support line managers with straight forward absence management cases, and where necessary attend/advise on formal processes.
* Work with schools to access support from Occupational Health.
* Provide advice and guidance to schools on recruitment processes, reviewing job descriptions and other recruitment paperwork where appropriate. The role holder may also be required to provide practical support with shortlisting, interviewing and offer processes for hard to fill roles.

**Payroll duties**

* Work with the Trust Payroll manager to provide a high level service of support to all Trust schools.
* To work as an expert on using the payroll system, supporting schools, answering queries and ensuring accuracy of inputting at school level. Supporting schools and training where necessary.
* To assist the payroll manager with the monthly administration of payroll.
* Work with the payroll manager to check payroll reports ensuring that staff have been paid correctly, resolving any discrepancies/queries that arise.
* Working with the payroll manager on regular reviews and audits on data held within the payroll system to ensure employees are paid correctly and in line with Ts and Cs.
* Support schools in calculating salaries according to grade, hours, weeks worked, paid holiday weeks etc and responding to general payroll queries via email. phone and face to face.
* Liaising with HR and Admin colleagues over the completion of relevant documentation to ensure Payroll deadlines are met;
* Supporting schools with inputting of claims for lunch duty, overtime, expenses etc, and ensuring all payroll deadlines are met.
* Working with the Payroll Manager, review and revise payroll policies, procedures, documentation, internal controls and systems as required.

General responsibilities as part of the Trust Central Team

* To support teaching and learning by providing high quality support as part of a committed and flexible team;
* At all times act in accordance with agreed local and national policies and procedures;
* Contribute to the overall ethos/work/aims of the River Learning Trust;
* Appreciate and support the role of other professionals;
* Attend and participate in relevant meetings as required;
* Participate in training and other learning activities and performance development as required;
* Carry out other duties as required from time to time by line manager;
* Follow the Trust’s Health and Safety rules and procedures and adhere to safeguarding principles.
* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
* 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.

*River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.*

**Person Specification: Trust HR Officer**

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| **Specification** | **Essential** | **Desirable** |
| Education/Training | * Very good numeracy / literacy skills * CIPD Level 3 (or working towards) |  |
| Relevant Experience | * High level of numeracy skills. * Experience in working in a role supporting other professionals, and giving guidance on specific processes. * HR experience in a school or similar environment. | * An understanding of payroll processes and legal requirements. * Knowledge of teachers pensions and LGPS * Experience of working in a School environment. * Experience and knowledge of payroll systems and implementations. * Experience of working in a varied and busy payroll role. |
| Relevant Skills/Aptitudes | * Demonstrable experience in the use of advanced Excel, Word and Google. * The ability to get to grips with new IT systems quickly. * Effective interpersonal skills * Effective written and verbal communication skills * Ability to work under own initiative and as part of a team * Strong organisational skills, including ability to meet deadlines * Accuracy and attention to detail * Ability to ensure that customer   requirements are satisfied   * Ability to improve processes and procedures that lead to better ways of working. | * Ability to produce reports and other complex documents * An ability to interpret complex financial data |
| Special Requirements | * Access to own transport (car) to enable travel to schools within the Trust. * An interest and willingness to develop new skills * Ability to handle confidential material * A flexible approach to duties |  |