THE TAPSCOTT LEARNING TRUST (TTLT)

Title of Post: **Payroll & HR Officer** Grade: SO2

School: **The Tapscott Learning Trust** HPW: 36

Section: **Ranelagh Primary School** WPY: 52

JOB DESCRIPTION

PERSON REPORTS TO: TTLT HR Manager

PERSON SUPERVISES: None

PURPOSE OF JOB:

To assist with providing a Payroll & HR service to schools within the Trust by processing teaching and support staff appointments, promotions, secondments and payroll for liaison with outside payroll provider and other HR functions as required.

KEY TASKS AND ACCOUNTABILITIES:
Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties, which may be required from time to time.

Job Context:

- Initially the post holder has no line management responsibility , although will be expected to check quality of work of less experienced staff in schools, as such having supervisory responsibility.

To undertake all responsibilities listed below:

Payroll

- The strict adherence to work plans and objectives in line with the Trust's policies and procedures, excellent accounting practice and service standards
- Responsible for the production, administration and input on computerised payroll system for schools employees, across the Trust (approx. 524 staff), in accordance with strict deadlines as follows:
    - The production of monthly payroll reporting packs that are sent to The Trust's payroll provider on a monthly basis for both Teaching and Support staff
    - PAYE/NI/SSP/SSP/ShPL&P administration
    - Teachers' pensions
    - New starters
    - Regrading
    - Leavers/transfers
    - Contractual and Statutory Sickness and Maternity payments
    - Recovery of over payments
    - DSS/mortgage enquiry forms
    - Payments due to employees after leaving
    - Paternity leave and jury service
- Responsible for the verification of all Trust payroll reports referring problems when necessary to the HR Manager or payroll provider where appropriate.
- Filing of all system output, source relevant documents for specific clients and employee related information.
- Dealing with specific routine Payroll and HR enquiries and other routine employee enquiries via the telephone, in person or in writing.

- Liaising with school within The Trust, The Trust's payroll providers; other outside agencies such as the DSS, Teachers' Pensions, Local Government Pension Scheme and occasionally the Local Authority.
- To process sickness absence of staff, including referring staff to Occupational Health and providing advice to schools on sickness absence management.

- To provide data in response to management queries on non-routine personnel matters.

Human Resources

- To be responsible for the management of recruitment of school staff, across the Trust, ensuring School administrators are adhering to strict deadlines and associated duties as follows:
    - Job Descriptions and advertisements.
    - New Starters/Contracts
    - References
    - Staff promotions/secondments
    - DBS applications
    - Work permits
    - Season tickets loans
    - Leavers
    - Annual leave

- Operate computer systems, setting up posts, updating and retrieving information

- Liaising with schools within the Trust on all recruitment matters/issues as well as outside agencies such as the DfE, Colleges/Universities, recruitment agencies and occasionally the Local Authority.

- To undertake necessary training as required and to assist with the training of others including the training of administrative staff in schools.

- To manage the maintenance of the teachers' and support staff filing systems as follows:
    - Ensure that all documentation is filed promptly and accurately;
    - Assist with routine overhauls of the system including files sent to be stored economically.
- To provide data in response to management queries on non-routine personnel matters.

- To provide basic advice on minor disciplinary issues.

- The evaluation of job descriptions.

This Job Description is not intended to be prescriptive. The needs of the school may change and this could necessitate revision in the future and amendment at any time, following appropriate consultation.

Child Protection
To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and The Tapscott Learning Trust.

Person Specification for the Post of
[Job Title]

IMPORTANT INFORMATION FOR APPLICANTS
The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	Essential/ Desirable	METHOD OF ASSESSMENT
KNOWLEDGE:		
Knowledge of computerised payroll	E	Application Form/Interview
Knowledge of school payroll and terms & conditions	E	Application Form/Interview
Knowledge of Teachers and school Support staff payroll. Knowledge of School Teachers' Pay & Conditions document, APT & C, JNC and soulbury pay and conditions	E	Application Form/Interview
Knowledge of sickness absence management procedures.	E	Application Form/Interview
Knowledge of Recruitment procedures for either Teacher or Support staff in schools.	E	Application Form/Interview
Knowledge of Teachers and Support staff recruitment policies and procedures in particular Safer Recruitment in Education.	E	Application Form/Interview
QUALIFICATIONS Educated to A Level	E	Certificates
EXPERIENCE:		
Experience of computerised payroll	E	Application Form/Interview
Experience of school Support or Teachers' payroll	E	Application Form/Interview
Experience of working in an office environment as part of a team.	D	Application Form/Interview
Experience of working in an HR environment.	E	Application Form/Interview
Experience of Teachers' and Support or APT&C recruitment procedures/policies in line with the Teachers Pay & Conditions document and the Green book conditions of service.	E	Application Form/Interview
SKILLS AND ABILITIES		
Ability to provide clear advice to schools and staff on the interpretation of conditions of service.	E	Application Form/Interview
Detailed understanding of HR procedures.	E	Application Form/Interview
Ability to work to multiple deadlines.	E	Application Form/Interview
Proficient IT skills	E	Application Form/Interview
Excellent Literacy & Numeracy skills.	E	Application Form/Interview

Excellent oral communication skills to deal with a wide range of people.	E	Application Form/Interview
Ability to draft routine correspondence.	D	Application Form/Interview
Ability to work as part of a team	D	Application Form/Interview
Ability to contribute to the training of less experienced staff and the admin staff in schools.	E	Application Form/Interview
Ability to understand how the conditions of service apply to different groups of workers and to interpret those conditions in relation to staff recruitment, promotion and other HR related matters.	E	Application Form/Interview
Ability to provide clear advice to head teachers and conditions of service for all school staff.	E	Application Form/Interview
Ability to provide advice on sickness management issues.	E	Application Form/Interview
Ability to provide clear advice to all staff on matters relating to DBS disclosures.	E	Application Form/Interview
Ability to supervise others.	D	Application Form/Interview
PERSONAL STYLE AND BEHAVIOUR		
Awareness of Equal opportunities issues and ability to apply then at work	E	Application Form/Interview
Abe to deal with sensitive HR matters with tact and discretion.	E	Application Form/Interview
OTHER SPECIAL REQUIREMENTS:		
You will be required to work for part of the school holidays.		
You will be required to travel to various sites within the MAT		
This post is subject to an enhanced DBS check and 2 suitable references.	E	Satisfactory clearance at conditional offer stage

EQUALITY & DIVERSITY:

As a Multi Academy Trust, our schools are committed to and champion equality and diversity in all aspects of employment with the Tapscott Learning Trust. All employees are expected to understand and promote equality and diversity in the course of their work.

The above are intended to be a guide to the range and level of work expected of any member of staff. It is not an exhaustive list of all the tasks that may be asked of an employee. He/she will be expected to carry out such other reasonable duties, which may be required from time to time across the Trust.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.