



**Central Finance Team**  
**BMAT Education**  
Candidate Information Pack

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# Welcome from the CEO

I never originally set out to establish a Multi Academy Trust. That simply was not the plan – at least not at first.

The journey began in 2010 at Burnt Mill Academy in Harlow. At that time, the school faced significant challenges and required rapid improvement. From the outset, it was clear that transforming outcomes for children depended on having talented, committed staff who shared a strong belief in what young people could achieve. With a clear vision, high expectations and a relentless focus on improving teaching and learning, the school quickly began to flourish, leading to significantly improved outcomes for pupils and recognition from Ofsted.

Inspired by what could be achieved through strong leadership, collaboration and a shared commitment to excellence, BMAT Education was established with a clear purpose: to provide exceptional educational opportunities for children and young people across our communities.

Today, our schools work closely together to share expertise, develop staff and create the very best experiences for pupils. While each school retains its own unique identity and strengths, all are united by a commitment to high standards, inclusion, ambition and continuous improvement.

At BMAT, we believe exceptional staff transform lives. Whether in teaching, leadership or support roles, every colleague plays an important part in helping children thrive academically, socially and emotionally. We are committed to attracting and developing talented professionals who are passionate about making a positive difference.

This candidate pack has been designed to give you an insight into BMAT Education, the role of Payroll, Pension & Benefits Compliance Lead and the values and culture that underpin our work. We hope it provides a clear understanding of our ambitions for our pupils, staff and wider community.

If you are inspired by what you read in this pack and share our commitment to delivering the very best for children and young people, we would be delighted to hear from you.

I wish you all the very best with your application and thank you again for your interest in BMAT Education.

**Helena Mills CBE**

# About Our Trust

BMAT Education runs a community of schools which provide an outstanding education for every individual attending a Trust school. Our schools are places of aspiration, where individuals matter and confidence flourishes so that achievement for all is outstanding.

The trust currently oversees seven secondary academies and five primary academies, located in Harlow, Newham and Stansted. BMAT's vision is to work together to smash through the barriers that prevent children from becoming confident, high achieving and independent individuals.

Core to our ethos is that we believe that exceptional leaders create exceptional schools, and our leaders are given the support they need to serve these communities at the highest level. BMAT is driven by the ambition to be the best.

## Our Schools:

- Burnt Mill Academy
- Cooks Spinney Primary Academy and Nursery
- Epping St Johns Church of England School
- Freshwaters Primary Academy
- Forest Hall Academy
- Little Parndon Primary Academy
- Magna Carta Primary Academy
- Mark Hall Academy
- Royal Docks Academy
- Roydon Primary Academy
- Sir Frederick Gibberd College
- STEM Academy



# About the Role

Experienced Payroll, Pension and Benefits Compliance professional with a strong track record of ensuring regulatory compliance, operational excellence, and risk mitigation across payroll, pension, and employee benefits functions. Skilled in managing complex payroll operations, pension governance, statutory reporting, and benefits administration while maintaining compliance with employment, tax, and pension legislation. Proven ability to lead audits, implement robust controls, drive process improvements, and collaborate with cross-functional stakeholders to deliver accurate, efficient, and compliant people-related services. Committed to delivering accurate, efficient, and compliant people services that support organisational excellence, financial stewardship, and positive employee outcomes.

# Job Description

<b>Job title</b>	Payroll, Pension & Benefits Compliance Lead
<b>Reports to</b>	Director of Finance
<b>Pay scale</b>	Band 5 Max (29-36) £39,862 – £47,181 FTE
<b>Location</b>	Trust Head Office, Harlow
<b>Terms</b>	20 hours per week, 52.14 weeks per year
<b>Contract</b>	Permanent

## PURPOSE OF THE JOB

- The Payroll, Pensions & Benefits Compliance Lead is responsible for providing Trust-wide expertise and oversight of payroll, pensions and employee benefits compliance. The role ensures that all payroll and pension processes operate effectively, accurately and in full compliance with statutory and regulatory requirements.
- The post-holder will act as the Trust's subject matter expert on payroll, pensions and employee benefits legislation, ensuring compliance with HMRC regulations, PAYE obligations, National Insurance requirements, and workplace pension legislation including Teachers' Pension Scheme (TPS), Local Government Pension Scheme (LGPS) and automatic enrolment requirements where applicable.
- Working closely with the Director of Finance, HR colleagues, school leaders and external payroll providers, the role will provide specialist advice, ensure robust financial controls and drive continuous improvement in payroll, pensions and benefits administration across the Trust.
- The role will also support the Trust's financial governance by ensuring strong payroll controls, monitoring legislative changes, and maintaining high standards of compliance, accuracy and accountability.

## STRATEGIC IMPACT OF THE ROLE

This role plays a key role in protecting the Trust from financial and regulatory risk by ensuring payroll, pension and benefits processes are compliant with statutory legislation and best practice.

The Payroll, Pensions & Benefits Compliance Lead will support the Trust's strategic objectives by:

- Strengthening payroll governance and financial controls.
- Ensuring compliance with HMRC, pension scheme and audit requirements.

- Supporting the efficient operation of payroll systems and processes across the Trust.
- Providing specialist expertise to senior leaders and operational staff on complex payroll, pension and benefits matters.

Through proactive monitoring and continuous improvement, the role will contribute to maintaining strong financial management and regulatory compliance across the Trust.

Liaison with:

The post-holder is expected to liaise with parents and carers, members of the community, all members of staff within the Academy and other Trust members of staff who may be on site.

Additionally, the role will liaise with:

- Director of Finance
- HR team and school business managers
- Headteachers and senior leadership teams
- External payroll providers
- Pension scheme administrators (TPS / LGPS)
- HMRC and other regulatory bodies
- Internal and external auditors
- Employee benefits providers

### Specific Responsibilities

This list is not exhaustive, but includes:

#### **Payroll Governance and Compliance**

- Provide Trust-wide oversight and monitoring of payroll compliance, ensuring payroll operations meet statutory requirements including PAYE, National Insurance, statutory deductions and HMRC reporting obligations.
- Act as the Trust's subject matter expert on payroll legislation and compliance.
- Ensure payroll processes operate within the Trust's financial procedures and internal control framework.
- Monitor payroll data submissions and ensure accurate and timely payroll processing across the Trust.
- Review payroll reports, reconciliations and payroll journals to ensure financial accuracy and appropriate accounting treatment.

#### **Pension Administration and Compliance**

- Ensure compliance with workplace pension legislation including automatic enrolment requirements.
- Maintain oversight of pension administration processes including enrolment, contributions, opt-outs and reporting requirements.
- Ensure appropriate processes are in place for Teachers' Pension Scheme (TPS) and Local Government Pension Scheme (LGPS) administration.

- Liaise with pension scheme providers to ensure employee records, contribution reporting and scheme compliance requirements are maintained.
- Monitor reconciliation of pension contributions with payroll data.

### **Employee Benefits and Payroll Related Schemes**

- Provide compliance oversight of employee benefit schemes administered through payroll, including salary sacrifice arrangements where applicable.
- Ensure employee benefit schemes comply with statutory legislation, HMRC guidance and Trust policies.
- Support the review and development of employee benefit provision across the Trust where required and under the direction of HR.

### **Compliance, Risk Management and Audit**

- Maintain robust payroll controls and processes to mitigate financial and compliance risk.
- Monitor legislative changes relating to payroll, pensions and benefits and ensure appropriate process updates are implemented.
- Support internal and external audit processes relating to payroll, pension and benefits administration.
- Maintain documentation, policies and guidance relating to payroll and pension processes.

### **Systems, Process Improvement and Efficiency**

- Work with payroll providers and internal teams to review payroll systems, processes and reporting.
- Identify opportunities to improve payroll efficiency, accuracy and compliance across the Trust.
- Support the development of guidance and documentation for staff responsible for payroll inputs.

### **Stakeholder Advice and Professional Support**

- Provide specialist advice to Finance, HR teams and school leaders on payroll, pension and benefits matters.
- Support the resolution of complex payroll or pension queries.
- Maintain effective relationships with payroll providers, pension administrators and external advisors.

### **Additional Duties**

- The post-holder may be required to undertake other duties that are commensurate with the level and responsibilities of the role.

This may include:

- Supporting Trust-wide finance or HR initiatives where payroll expertise is required.
- Participating in relevant professional training and development.
- Supporting continuous improvement in financial, payroll systems and compliance processes.

## **Safeguarding Children**

BMAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of BMAT and to carry out such other duties as may reasonably be assigned. The post-holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

## **English Duty**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

# Person Specification

Payroll, Pension & Benefits Compliance Lead

Qualifications and Training	Essential	Desirable
Chartered Institute of Payroll Professionals (CIPP) qualification or equivalent professional payroll qualification	✓	
GCSE (or equivalent) in English and Maths	✓	
Evidence of continuing professional development in payroll, pensions or financial compliance	✓	
Additional qualification in finance, HR or pensions administration		✓
Membership of a relevant professional body		✓
<b>Experience</b>		
Significant experience working in payroll administration or payroll compliance.	✓	
Experience ensuring compliance with payroll legislation including PAYE, National Insurance and statutory reporting requirements.	✓	
Experience working with workplace pension schemes and automatic enrolment requirements.	✓	
Experience working with payroll systems and financial reconciliation processes.	✓	
Experience working within an academy trust, education or public sector organisation.	✓	

Experience overseeing inhouse payroll services		✓
<b>Skills and abilities</b>		
Excellent analytical and problem-solving skills	✓	
Strong organisational skills and ability to manage competing priorities	✓	
High level of accuracy and attention to detail	✓	
Strong communication and interpersonal skills	✓	
Ability to work independently and use initiative	✓	
Ability to deliver guidance or training on payroll processes to colleagues.	✓	
Experience reviewing or improving payroll systems or processes.		✓
<b>Knowledge</b>		
Knowledge of UK payroll legislation including PAYE and National Insurance.	✓	
Understanding of workplace pension legislation and automatic enrolment requirements	✓	
Understanding of payroll compliance, governance and financial controls.	✓	
Knowledge of Teachers' Pension Scheme (TPS) and Local Government Pension Scheme (LGPS)	✓	
Knowledge of payroll processes within academy trusts or the education sector.	✓	

<b>Personal Qualities</b>		
Professional integrity and ability to handle confidential information.	✓	
Commitment to high standards of accuracy and compliance.	✓	
Collaborative and supportive approach to working with colleagues.	✓	
Commitment to continuous improvement and professional development.	✓	
<b>Personal Qualities</b>		
Commitment to continuous professional development (CPD).	✓	
Willingness to undergo an enhanced DBS check.	✓	
Ability to work flexibly across different school sites within the trust when required.	✓	

The duties above are neither exclusive nor exhaustive and the post-holder may be required to carry out appropriate duties within the context of the job, skills and grade.

### **General responsibilities common to all members of staff**

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

# How to Apply

Payroll, Pension & Benefits Compliance Lead

We look forward to hearing from you.

**Closing date for applications:** 5th July 2026

**Interviews:** 9<sup>th</sup> July 2026

Please carefully review the following information before submitting your application.

## **Application form**

To apply for this position, you must complete the official application form in full via MyNewTerm. Please note that CVs will not be accepted as part of the application process. We recommend retaining a copy of your completed application for your records should you be shortlisted for interview.

The application form includes several sections relating to your employment, education, and personal history. The information you provide will be used to assess your suitability against the requirements and competencies outlined for the role. Please ensure your full employment history is included, with clear explanations for any gaps in employment. You should also highlight any relevant skills, qualifications, and achievements that demonstrate your suitability for the position.

## **Supporting Statement**

Please submit a letter of application or supporting statement of no more than 1,000 words. In your statement, outline your motivation for applying for this role and demonstrate how your experience, skills, training, and personal attributes align with the job description and person specification.

You should also include clear examples from your current or previous roles that evidence your impact. This may include, for example, measurable outcomes such as improvements in pupil progress and attainment within teaching roles, or reductions in exclusions and improved outcomes for pupils within pastoral roles.

## **Disclosure of Relationships**

All prospective employees are asked to declare any personal or professional relationships with trustees, governors, senior leaders or employees of the Trust. This ensures BMAT Education can uphold transparency and fairness throughout the recruitment process.

## **Safeguarding Commitment**

BMAT Education is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment and undergo appropriate checks, including enhanced DBS checks.

### **Pre-Employment Checks**

Applicants must provide details of two referees, one of whom should be their current or most recent employer. References from relatives or friends will not be accepted. References will normally be requested for all shortlisted candidates unless otherwise stated.

This role is exempt from the Rehabilitation of Offenders Act 1974 and is therefore subject to an enhanced Disclosure and Barring Service (DBS) check. Any information disclosed will be treated in the strictest confidence. A criminal conviction will not automatically prevent appointment; however, it will be considered in relation to the requirements of the role and suitability to work with children.

Under the Criminal Justice and Court Services Act 2000, it is a criminal offence for individuals who are disqualified from working with children to apply for, or undertake, a role that involves such work.

Fluent spoken English is a requirement for this role in line with Part 7 of the Immigration Act 2016.

Thank you for taking the time to review this information. We look forward to receiving your completed application form and supporting documentation. Should you have any questions regarding the process, please do not hesitate to contact us.

BMAT Education is committed to safeguarding children; successful candidates will be subject to an Enhanced Disclosure and Barring Service check. In line with Keeping Children Safe in Education (KCSIE) guidance, we may also conduct an online search about any shortlisted candidates as part of our due diligence to identify any matters that might relate directly to our legal duty to meet safeguarding duties, in accordance with Keeping Children Safe in Education (KCSIE)



