



Mossbourne
Federation

Interim (FTC) Payroll Officer Job Description

SEPTEMBER 2025

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Mossbourne
Federation

Payroll Officer (Interim, FTC)

POSITION	Interim (FTC) Payroll Officer
SALARY	Fringe Support Staff Scale Band D / E Pt 22 - £34,623 to Pt 26 - £39,007
HOURS	37.5 hours per week
FULL TIME EQUIVALENT	Full-time 52 weeks
CONTRACT TYPE	FTC – up to 6 months
RESPONSIBLE TO	HR System and Payroll Manager
LOCATION	Thurrock hub with flexibility to travel between sites when required.
KEY WORKING RELATIONSHIPS	HR Team, Finance Team, Principals, Staff, external providers

ABOUT MOSSBOURNE

Mossbourne is the realisation of Sir Clive Bourne’s dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Federation’s calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

In 2025, its 20th anniversary year, The Mossbourne Federation is delighted to have expanded to include three Thurrock schools in its Federation. The Federation now exists of seven academies:

- Mossbourne Community Academy (MCA) secondary and sixth form, Hackney
- Mossbourne Fobbing Academy (MFA) secondary and sixth form, Thurrock.
- Mossbourne Herd Lane Academy (MHA) primary, Thurrock
- Mossbourne Parkside Academy (MPA) primary, Hackney
- Mossbourne Port Side Academy (MPSA) secondary, Thurrock
- Mossbourne Riverside Academy (MRA) primary, Hackney.
- Mossbourne Victoria Park Academy (MVPA) secondary, Hackney

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian, and other minority ethnic descent. Injustice, discrimination, and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at the board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

JOB SUMMARY

As the Interim Payroll Officer, you will be an integral part of the team responsible for ensuring high standards for an efficient and accurate payroll service across the Federation, ensuring that legislative requirements are adhered to and statutory payments are made. You will also support systems and payroll projects such as the implementation of a new payroll system and harmonisation of payroll processes across our seven academies.



Payroll Officer (Interim, FTC)

MAIN DUTIES & RESPONSIBILITIES

- Prepare, organise, and process the monthly payroll, adhering to submission deadlines.
- Liaise with HR regarding individual terms and conditions of employment to ensure contractual sick pay, maternity pay, and shared parental pay is correctly calculated and processed.
- Process all required deductions, including court orders, gym membership applications.
- Ensure all new starters are set up and that salaries are recalculated for mid-year joiners.
- After liaising with HR, ensure leavers are processed to ensure that holiday due or owed, loans, deductions, and salary due is accurate and reflected in the final salary.
- Process P45s, P46s and P60s
- Coordinate with the third-party payroll services provider to ensure the accurate processing of TPS, LGPS contributions and reports, and tax deductions:
 - Manage and administer the Teachers' Pension Scheme's (TPS) and Local Government Pension Scheme (LGPS) monthly returns, upload data to portals, send payments, process opt outs and new joiners and rectify any errors.
 - Co-ordinate and submit the TPS end of year return and audit.
 - Co-ordinate and submit the LGPS end of year return.
 - Submit all HMRC submissions within required deadlines.
- Monitor the payroll inbox and respond to queries in a timely manner.
- Provide management information to the Finance team.
- Manage the payroll and HR Information system, including supporting the project to implement a new payroll system.

ESSENTIAL CRITERIA

- Experience of managing a payroll function, experience in schools is desirable but not essential.
- Ability to swiftly adapt to and utilise new and existing systems and software.
- Advanced user of the Microsoft Office suite (Excel, Word, Publisher & PowerPoint).
- Be familiar with advanced Excel functions and formulas; Xlookup, pivot tables and Sumifs
- Ability to work collaboratively and cooperatively with other staff to ensure the delivery of an effective service.
- Excellent written, verbal and numeracy skills, can explain payroll calculations and issues clearly and succinctly to stakeholders.
- Efficient time management and prioritisation, able to use initiative.

OTHER

This post is subject to an enhanced DBS disclosure. The post holder must be committed to, and take an active role in, safeguarding the welfare of children.

The duties in this document are not a comprehensive list, staff should be willing to undertake other duties as may be reasonably required by their line manager. Mossbourne Federation reserves the right to modify this job description to ensure that the needs of the Federation & our students are met.

Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability, or status.