

Payroll & Pensions Officer



Bright Futures



Bright Futures Educational Trust (The Trust) is a multi-academy trust set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: the best for everyone, the best from everyone. We are an organisation that is underpinned by values of: community, integrity, and passion. In everything we do, we remember that we are accountable to the children, families, and communities that we serve.

Leadership



Integrity



Passion



Community



Equality



Resilience



**Acre Hall
Primary School**
BRIGHT FUTURES EDUCATIONAL TRUST



**Altrincham Grammar
School for Girls**
BRIGHT FUTURES EDUCATIONAL TRUST



**Barton Clough
Primary School**
BRIGHT FUTURES EDUCATIONAL TRUST



**Cedar Mount
Academy**
BRIGHT FUTURES EDUCATIONAL TRUST



**Elmridge
Primary School**
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**Lime Tree
Primary Academy**
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**Melland
High School**
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**Marton Primary
Academy and Nursery**
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**Rushbrook
Primary Academy**
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**The
Orchards**
BRIGHT FUTURES EDUCATIONAL TRUST



**Stanley Grove
Primary Academy**
BRIGHT FUTURES EDUCATIONAL TRUST

Our schools have their own identities, form one organisation and have one employer, Bright Futures Educational Trust. Bright Futures' Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive Team, Principals and local governing bodies. We place a high value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Team on our website: [About Us - Bright Futures Educational Trust \(bright-futures.co.uk\)](https://bright-futures.co.uk)

The Central Team includes the Executive Team: Lisa Fathers, CEO; Anna Sharpley, Chief Finance & Operations Officer; Sarah Schollar, Director of Education and Jayne Carmichael, Director of Professional Learning & Partnerships.

The focus of these roles is to work with schools, providing high quality and timely guidance, leadership, challenge, and support. In addition to the Executive Team, we have central operations for finance, communications and marketing, HR, educational psychology, and digital technologies. Please see our website brochure which explains our central operations: [Why-Join-Bright-Futures](#)

Professional Development Institute

Bright Futures Professional Development Institute is another important outward facing component of our organisation.

Underneath this umbrella we have several hubs. [Bright Futures Training](#) which provides school improvement services and CPD to over 700 schools, a North West Maths' Hub [NW1 Maths Hub](#), providing mathematics training and coaching to 500 schools, and a SCITT (School Centred Initial Teacher Training) [Bright Futures SCITT](#), which is the largest in the North West. Within the Development Institute, Bright Futures also has two [Teaching School Hubs](#), serving Manchester, Stockport, Salford, and Trafford. [Bright Futures Send Outreach](#) is another service which we provide across the North West. We have also been designated as an Early Years Stronger Practice Hub to work across the North West as the [Bright Futures Early Years Hub](#).



Collaboration and strong relationships form one of the 'commitments' in our Strategy and all components of the Bright Futures' family work closely together. Our Strategy was developed collaboratively and can be found on our website: [Our Strategy](#).

Why work for us?

We offer a great opportunity to join an organisation which really lives its values. Our working environment is very inclusive and whilst you can expect to be challenged in your role, you will be supported through professional learning, and treated fairly and with dignity and respect. Please see the Equality, Diversity, and Inclusion statement on our website.

Terms and Conditions

Salary	Bright Futures NJC Grade 6, Points 21-25 (Actual salary £23,390 - £25,663)
Holidays	26 Days rising to 31 days after 5 years service (pro-rata)
Contract	Part time 4 days per week, term time only + 2 weeks.
Pension	Local Government Pension Scheme
Location	Hybrid Working model
Other	We offer salary sacrifice schemes for purchasing bikes used for travel to work and technology for personal use, through monthly interest free salary deductions. We also offer opportunities for professional development.



A Great Place to Lead

At Bright Futures we offer endless opportunities to lead:

- Leadership coaching
- National Professional Qualifications (NPQ) and Early Career Framework (ECF) facilitation
- System leaders e.g., National Leaders of Education (NLEs)/Specialist Leaders of Education (SLEs)
- Involvement with school-to-school reviews
- Mentoring Early Career Teachers and trainee teachers
- Networks



How to apply

We can only accept completed application forms, rather than CVs. This is because the regulatory guidelines of Keeping Children Safe in Education (2021), require us to check various details of job applicants and an identical application format for each candidate enables us to do this. We use a process that does not identify personal characteristics to the shortlisting panel. This is part of our commitment to equality and diversity.

NO AGENCIES PLEASE.

Our application form is available online, along with the disclosure of criminal background form. The portal link is: <https://mynewterm.com/trust/Bright-Futures-Educational-Trust/2437>

Alternatively, you can click Apply Now on this role via the current vacancies page of our website.

Closing Date: Monday 21 September at 9am

You will be notified after the closing date whether you have been shortlisted.

Keeping Children Safe in Education

Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

Data Privacy

You can read the details of how we use the personal data that you provide us with in our Job Applicants' privacy notice on our website: [Applicant Privacy Notice](#).

Job Description

Payroll & Pensions Officer

The post holder will provide high quality service to all stakeholders and contribute to the long-term development of the payroll function at the Trust. Providing effective and efficient output of work to meet the demands of the role and promote the core values of the Trust.

The Payroll and Pensions Officer will maintain absolute discretion and maturity in handling sensitive/confidential information and assist Finance and People teams as required.

Payroll Administration

- Ensure all colleagues are paid accurately in line with contractual timeframes
- Process payroll changes (leavers, contract changes, expenses) and monthly payroll checks as required for allocated parts of the Trust
- Only processing payroll changes on the receipt of an authorised payroll change form
- Chasing forms in time for payroll cut off dates
- Undertaking monthly payroll authorisation checks and meeting with Trust Leaders to authorise pay runs
- Share annual payroll cut off dates with the Trust
- Raise payroll errors and inaccuracies with the payroll provider via the appropriate routes.
- Ensure appropriate statutory deductions are made by sending relevant information to the payroll provider
- Send maternity and shared parental applications to payroll provider
- Provide updated terms and conditions to payroll provider
- Refer to the payroll provider for pay calculations as necessary
- Check shared parental leave and maternity leave schedules are accurate
- Understand differing terms and conditions in relation to pay across with the Trust
- Work with the wider People Team and Finance Team to ensure templates are up to date with legislation and current payroll and pensions best practice
- Work with the wider People Team and Finance Team to continuously improve and document processes for staff to follow for conducting this work, whilst ensure data privacy requirements
- Update any pay award changes each year on the payroll system
- Update any employer pension contribution rates with the payroll provider
- Processing pay awards for leavers
- Working with the Trust HR Advisor, develop digital solutions for pay processes
- Working with The Finance Team and People Team as part of due diligence and set up on new schools on payroll
- Liaise with HMRC on taxation issues
- Attend monthly contract management meetings with payroll provider
- Download annual Teacher salary statements and assign to teachers through the payroll portal
- Assisting colleagues with ad hoc payroll queries, directing them to appropriate agencies as needed (eg HMRC)
- Management of salary sacrifice schemes
- Generate letters for staff moving to half sick pay as per policy
- Complete SSP1 forms and share SMP1 forms completed by external payroll provider to staff

Job Description

Pension Administration

- Respond to routine pensions related questions and queries from Trust colleagues and pension providers
- Work with payroll providers and pension providers (GMPF, LCPS and TPS) to handle any queries
- Be the Trust contact for pensions providers
- Update and maintain opt in/out pension records on payroll system
- Manage opt in and opt out processes ensuring correct application of pensions rules for refunds and contributions
- Manage any regular auto -re enrolment processes
- Support the People Team with any Ill Health Retirement or death in service pension queries and processes
- Undertake investigations into member records and perform data cleansing to ensure that member records are accurate
- Actioning retirements through relevant pension provider portals
- Access Pension System (Altair) on behalf of the Trust

Data & Reporting

- Undertake regulatory reports and mandatory returns, such as:
 - Teachers Pension End of Year Certificate
 - P-11Ds
 - Pensions Auto-Enrolment and staging date requirements
 - Payroll and Pension Internal Audit
- Provide monthly payroll change report to Finance for payroll reconciliation purposes
- Provide monthly expenses report for specific staff groups to Finance for cross charging with dual employers

General Responsibilities

- To use initiative in time management to organise own workload in order to meet deadlines.
- Maintain an up to date knowledge of employment legislation and practices and proactively identify future changes.
- Support individual schools on Payroll and Pensions matters as and when the need arises.
- Develop effective relationships with staff across the Trust.
- To use initiative in time management to organise own workload in order to meet deadlines.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as they arise.
- Ensure equal opportunities for all.
- To attend and participate in relevant meetings as required.
- Help to identify own personal development needs.
- Work to the 'Nolan Principles' of public life: Selflessness, Integrity Objectivity, Accountability, Openness, Honesty, Leadership.
- A commitment to maintaining confidentiality and acting with discretion at all times.

Person Specification

Category	Essential	Desirable	Means of Identification
Education and Training	• A minimum of five GCSEs, including Maths and English • Relevant A levels or equivalent level training and experience • Experience of generalist payroll and pensions duties for a minimum of two years • Experience of using payroll systems and pension portals	• Specific Payroll, Pensions or HR qualifications	Application Certificates
Knowledge and Skills	• Knowledge of payroll and pensions processes, including contractual framework • Knowledge of the PAYE and pensions framework • Ability to manage own workload effectively and to work collaboratively and to deadlines with minimum supervision • Excellent general ICT skills including use of M365 suite of applications • Excellent written and verbal communication skill. • Proven organisational skill and attention to detail, especially in relation to processes and systems • Excellent troubleshooting and problem resolution skills • Ability to relate to adults and children • Tact, diplomacy and absolute confidentiality in handling staff matters • Flexibility to adapt to changing workload demands • A commitment to further training and a willingness to participate in relevant CPD.	• Understanding of the regulatory requirements of working in schools and multi academy Trusts • Knowledge of Teachers and Local Government Pensions • Experience of working in the Educational sector	Application Interview

Safeguarding	• Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people	• Knowledge of 'Keeping Children Safe In Education' (KCSIE) and 'Meeting Digital and Technology Standards in Schools and Colleges' government guidelines	Application Form Interview Task
Our Values	• Leadership • Integrity • Passion • Equality • Communit • Resilience		Interview Tasks
Pre-Employment Screening	• Enhanced DBS check • Two satisfactory employment references, from the last two employers • Evidence of the right to work in the UK • ID Check • Online Screening • Section 128 checks		