

Job Description

Post	Payroll and HR Administrator
Hours	Full time 37 hours per week, full year (not term time only)
Grade	Spine Point 11 – 14
Salary	£28,634 - £31,324 pa
Responsible to	Senior Manager HR and Administration
Closing Date	Tuesday 19 th May 2026, Midday

Main Purpose of the role

Provide an effective Payroll service to all College staff and provide administrative HR support to the Senior HR Officer and Senior Manager HR & Administration.

Main Responsibilities

1. Payroll and Pension Administration

- Administer the College payrolls - working to deadlines as agreed with Cintra HR & Payroll Services.
- Administer accurate pay and pension processes for starters and leavers, salary changes, annual salary review, working hours, ad hoc claimed hours and expenses.
- Assist in the administration of maternity, paternity and shared paternity pay calculations and ad-hoc adjustments to contracts and pay in a timely manner.
- Comply with all statutory legislation, with regards to pay.
- Ensure the College meets its pension obligations to Teachers Pensions, Local Government (LGPS) and the Pension Regulator, including Auto Enrolment and re enrolment processes.
- Prepare and maintain an accurate, up to date record of all salary information for checking purposes.
- Produce monthly payroll reports for the Finance and HR managers, and for audit purposes.
- Complete the MCR (Monthly Contribution Return) for Teachers Pensions and returns for LGPS each month.
- Assist with preparation and submission of end-of-year pension returns.
- Assist in answering pension queries and the completion of all pension forms and estimates online.

2. HR Responsibilities

- Maintain accurate electronic and paper personnel records, using Cintra IQ (the payroll and HR database).
- Undertake day-to-day HR administration and provide professional advice to staff and managers.
- Monitor absences on a daily and weekly basis, identifying where absence levels may be a concern and bringing this to the attention of managers.
- Assist in the set up and maintenance of the self-service annual leave system.
- Assist with maintenance of the College's staff development and performance management system (College IP/Smartlog).
- Regular and ad hoc reporting as needed i.e. termly absence reports, ad hoc staffing reports.
- Develop and maintain an up-to-date knowledge of current employment law and best practice.
- Help produce HR and payroll guidance and update procedures where necessary
- Follow all HR policies and ensure they are managed correctly and effectively.
- Gleaning and scanning of personnel files in line with retention guidelines.

3. Recruitment

- Contribute to the recruitment process, including posting jobs on the College's recruitment platforms, producing job descriptions and personal specifications in the Colleges standard format and ensuring compliance with Safer Recruitment good practice.
- Assist in the organisation of interviews and related administration.
- Process Employment Contracts and Offers of Employment, complete DBS applications and ensure all Safer Recruitment and preemployment checks are carried out in an efficient and timely manner, in line with statutory obligations and good practice.
- Assist the HR Manager in overseeing an effective Induction Programme.
- Advise and offer guidance to Line Managers about Probationary periods and Reviews.

4. Data Management and Reporting

- Assist the Senior HR Officer in maintaining an accurate and up-to-date Single Central Register (SCR).
- Ensure data is processed in line with the trust's data protection and privacy policies.
- Assist in the production of HR reports as and when requested.
- Ensure that all current HR-related policies and procedures are available to employees when requested.
- Ensure confidentiality and discretion when managing data and HR issues.
- Assist with the recording of staff training including induction and statutory training, e.g. Health & Safety, Equality, Fire Safety, First Aid etc.
- Assist with statutory work force data collection surveys.

Undertaking such other duties as may reasonably be requested by management, commensurate with the post.

Additional Information

- We are happy to discuss reasonable adjustments to enable candidates to perform the role.
- All duties must be carried out in accordance with relevant Health and Safety legislation and good practice.
- The post holder is required to work in accordance with both organisational and personal responsibilities for data protection as outlined in College policy documents.
- Annual salary will be in accordance with Sixth Form Colleges' Support Staff Pay Scale. Sixth Form College sector conditions of service apply, which are very similar to schools' sector arrangements and salaries are reviewed by national negotiation with effect from 1st September each year.
- College support staff are eligible to join the national Local Government Pension Scheme.

Safeguarding

- The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- All staff are expected to keep up to date with relevant College policies and procedures and attend annual safeguarding training.

Review

This is a description of the job as it is presently constituted. The above are the main areas of responsibility and are not intended to be a comprehensive list of all administrative duties that are seen as part of the post.

The detailed duties may vary from time to time without changing the general character or level of responsibility entailed

