

**START DATE:** ASAP

**LOCATION:** Romsey or Fareham\*

# HR and Payroll Manager

## **INFORMATION PACK**

<b>Key Information</b>	
<b>Post Title:</b>	HR and Payroll Manager
<b>Place of Work:</b>	The Gateway Trust Office, Romsey or Fareham*
<b>Pay Range:</b>	Grade E or F (Dependent upon qualifications and experience) £33,178 - £45,077
<b>Working Hours, Days &amp; Weeks:</b>	37 Hours Monday to Thursday 8.00am to 4.00pm and Friday 8.00am to 3.30pm 52 Weeks
<b>How To Apply:</b>	Applications via "MyNewTerm"
<b>Line Manager:</b>	HR Director
<b>Team:</b>	Central Team
<b>Start Date:</b>	As soon as possible
<b>Closes:</b>	Noon, 5 January 2026
<b>Interview:</b>	TBC

<p>Claire Twyman HR Director</p>	<p><a href="mailto:jobs@gatewaytrust.org">jobs@gatewaytrust.org</a></p>
<p>For more informal information about the role or support with any applications or documentation</p>	<p>07539 771407</p>

\*This post is based either at The Gateway Trust Office, The Romsey School or Cams Hill School, which will be agreed with the successful candidate. However there will be flexibility required as part of this post to work in other schools within the Trust as and when required.



## A MESSAGE FROM THE CEO

'If you have the knowledge, let others light their candles in it' - Margaret Fuller.

The Gateway Trust was established in 2019 and is a small multi academy trust consisting of The Romsey School, Oakfield Academy, Cams Hill School, Foundry Lane Primary School, Cottage Grove Primary School, Milton Park Primary School, Woodcot Primary School and Gateway Central Services, including Little Sunlights Nursery. It is a trust looking to grow and develop, focussed on making a difference to the unique communities that each school / setting serves.

As the trust grows and develops, opportunities to work across settings may become available. This particular post however is based at either The Gateway Trust Office, Romsey or Fareham.

For your reassurance, whilst we enjoy the freedom of Academy status for our school settings, we tend not to deviate significantly from STPCD and Hampshire terms and conditions. We are always very happy to answer any further questions that you may have at any stage of your application to come and work with us.

The Gateway Trust is built on strong values, with a collaborative approach to positively impact young people and communities. While each of our schools maintains its unique identity, we work together to provide support, guidance, and leadership to ensure excellence.

*Gwennan Harrison-Jones*



# Advertisement

Due to the recent expansion of the Trust we are seeking to appoint an HR and Payroll Manager to support the HR Director in delivering an efficient and professional HR and Payroll service across the Trust. This incorporates elements of recruitment, payroll, administration and advice whilst following policies and procedures. The role is busy and varied, with no two days the same.

This role is based at either Romsey or Fareham (travel across locations within the Trust will be required).

## **The successful candidate will have:**

- A minimum of 3 years demonstratable HR experience including dealing with ER issues.
- A CIPD Level 3 or 5 qualification.
- Experience of running a monthly payroll (training can be provided on this element of the role).
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Empathy and People driven.
- Excellent organisational and time management skills.
- A positive, enthusiastic and a 'can do' approach
- Experience of working in a face paced environment.
- Ability to work collaboratively with all members of the Trust HR/Payroll teams;
- Be enthusiastic about their own professional development.

***(Please see Person Specification and Job Description for full details).***

## **In return, The Gateway Trust will provide you with:**

- Access to the staff benefits programme which includes the 'cycle to work' scheme
- Focus on staff wellbeing, including 24/7 Employee Assistance Programme, flu vaccination and eye care vouchers
- Discounted lunches from our excellent in house kitchens on our School Sites
- Access to an Employee Discount for our on-site nursery, Little Sunlights
- On-site, free staff car parking

If you are interested in this position, we would love to hear from you.

Please submit your application as soon as possible as we reserve the right to interview exceptional applicants before the closing date.



# Job Description

## **Principal Purpose:**

The main purpose of the HR and Payroll Manager role is to support the HR Director in providing an efficient HR Service incorporating recruitment, administration and advice whilst following HR policies and procedures.

The post holder will also work with the HR and Payroll Staff across the Trust to ensure the smooth running of the HR and Payroll Service.

## **Key Responsibilities and Duties:**

### **HR Support and Employee Relations:**

- Provide an effective HR support service to end users including providing HR policy guidance and managing and resolving employee relations issues i.e. Absence management probation, grievance, disciplinary and capability investigations/meeting/hearings.
- Maintain in-depth knowledge of legal requirements related to day-to-day management of employees and the relevant Trust policies.
- Work closely with management and employees to improve work relationships, build moral and increase retention.

### **Payroll**

- Support and produce the monthly payroll following the routines and procedures across the Trust with an understanding of all payroll transactions within each establishment.
- Create a positive and supportive working relationship with HR/Payroll staff who complete changes to establishments via the HR System and assist with problem resolution by advising on required inputs and outputs.
- Be a payroll subject matter expert for the Trust, which involves running all aspects of the monthly payroll including:-
  - Pre preparations stage for payroll (new starter information such as P45's/ starter checklists, pension enrolment, maternity/ paternity etc, comparing establishment reports, HMRC changes & sickness & unpaid leave), running payroll (checking pensions, EOYC updates & payslip comparison reports)
  - Ensuring contractual pension enrolment is managed with relevant starter and opt out forms where applicable.
- Supporting staff with queries and calculations, such as managing over/under payments and back-dated pay awards (responsibility for inputting changes sits with schools).
- Administration of Trust's salary sacrifice schemes.



# Job Description

- Make background data changes to systems as required and as directed by policy and Trust Senior Staff including changes to Negotiating Body Pay and Grades, pay elements and their values, pensions rates and changes to Tax, NI or any other statutory payment or deduction.
- Support for providing information as required by both internal and external audit. (annual finance audit, pensions EOYC).
- Act as main point of contact for the annual Teachers' Pensions Audit, ensuring the End of Year Certificate is completed accurately and submitted on a timely basis.
- Be the main point of contact for 3rd party pension providers (TPS, LGPS Prudential for AVC's).
- Completion of the annual gender pay gap reporting.
- Liaise with the Trusts HR and Payroll Software Provider to ensure a smooth and effective service is provided.
- Undertake regular checks and review of data accuracy input at school level, processing corrections where required. Actively collaborate with the HR Director on the development and updating of the HR System (the Trust currently operates an integrated HR and Payroll system).

## Recruitment

Support recruitment activities for The Trust and Gateway Central Services, including responsibility for ensuring the completion of all pre-employment checks and preparation, issue and/or submission of contractual documents:

- Creating and placing adverts online via mynewterm
- Acknowledging receipt of applications
- Being responsible for interview invites, sending for references and right to work checks
- Preparing and issuing offer letters, contracts and relevant documentation i.e. Staff Handbook, Family Friendly Handbook, Job Description, Starter Forms for completion.
- Liaise with relevant staff re Safeguarding training.
- Deal with appointment of casual staff and volunteers as required.

## Administration

Ensure that all staffing information, whether on MIS system, HR/Payroll system, Electronic file or paper, is accurately recorded and managed, specifically:

- Creation of job descriptions.
- Produce contract variation letters, annual salary letters and pay statements for staff.
- Support the accurate entry of staff absences across the Trust and the data monitoring and reporting.



# Job Description

- Support the HR Director with the HR element of the MIS and HRIS across the Trust.
- Support with the management of the National College training system across the Trust.
- Support if required with the Annual School Workforce Census.
- Support with the management of HR related policies including the Staff Handbook and Family Friendly Handbook
- Produce HR metrics for analysis and trustee reporting.
- Monitoring of the shared email inboxes.

## **Safeguarding procedures**

To keep up to date with safeguarding procedures through liaison with the HR Director.

- To be responsible for performing pre-employment checks on new staff/volunteers as required.
- To follow procedures regarding DBS checks to ensure that each member of staff / volunteer has the appropriate check completed.
- To support the HR Director in ensuring that the single central record is up to date at all times for each school across the Trust.

## **Training and Development**

- Regularly review own practice.
- Take responsibility for own continuous professional development.
- Participate in the annual appraisal process.

## **Additional Duties**

To carry out any additional responsibilities as may be reasonably required by the HR Director within the purview of the post.

*The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them.*

**Individuals have a responsibility to promote and safeguard the welfare of children and young person's that they are responsible for, or come into contact with.**



# Person Specification

	<b>Essential:</b>	<b>Desirable:</b>
<b>Qualifications/ Training:</b>	<ul style="list-style-type: none"> <li>• GCSE's or equivalent to Grade A-C in Maths and English</li> <li>• Level 3 CIPD qualified or 3 years equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>• Level 5 CIPD qualified or 3 years equivalent experience</li> <li>• Chartered Institute of Payroll and Pensions (CIPP) qualified or equivalent payroll qualification</li> </ul>
<b>Skills/Knowledge /Experience /Abilities:</b>	<ul style="list-style-type: none"> <li>• A minimum of 3 years demonstrable experience in an HR role</li> <li>• Experience of dealing with employee relations issues.</li> <li>• Knowledge and experience of data entry using an HR and/or Payroll HRIS</li> <li>• Knowledge and ability to work within recognised procedures and respond to unexpected problems and situations efficiently.</li> <li>• Strong MS Office Skills</li> <li>• Experience of working in a face paced environment.</li> <li>• Ability to deal with confidential and sensitive information with tact and applying data protection and data sensitivity at all times.</li> <li>• Willingness to complete training including safeguarding and GDPR training.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of experience and understanding of all aspects of payroll processing</li> <li>• Experience of using Access People HR/Payroll software</li> <li>• Experience of using a school MIS</li> <li>• Knowledge of School pay and conditions including term time only working</li> <li>• Knowledge of KCSIE and Safer Recruitment</li> <li>• Knowledge of Payroll data auditing and cleansing</li> <li>• Ability to identify process improvements and enhancements.</li> </ul>
<b>Key Competencies:</b>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills.</li> <li>• Excellent interpersonal and customer service skills.</li> <li>• Excellent organisational and time management skills with a proven ability to meet deadlines.</li> <li>• High attention to detail</li> <li>• Proactive and process driven</li> <li>• Strong analytical and problem-solving skills.</li> <li>• Motivated and resilient</li> <li>• Welcomes challenges, and meets them with enthusiasm</li> <li>• Shows a flexible approach, willing to adapt and respond to priorities</li> </ul>	



## SAFER RECRUITMENT

The Gateway Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks. TGT is an equal opportunities employer.

## GDPR

You should be aware that the information you have provided will be stored on TGT's secure database and will only be used to process your application. It will not be passed to any other organisation.

## PRIVACY NOTICE

The Trust collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the Trust. The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the school to comply with a legal obligation. The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee. You have some legal rights in respect of the personal information we collect from you. Please see the school's website for further details on their privacy notice and data protection policy. You can contact the Trusts Data Protection Officer if you have a concern about the way they collect or use your data.



**The Gateway Trust**  
Empowering futures, building belonging, stronger together



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