

## **River Learning Trust**

<b>Job description:</b>	Trust Payroll Officer
<b>Date last reviewed:</b>	April 2026
<b>Grade of post:</b>	Grade 8
<b>Contract terms:</b>	Temporary Fixed Term 13 month contract starting July 2026. 22.5 hours per week (0.6 FTE) all year round
<b>Location:</b>	Hybrid working - Trust Central Office, Rose Hill Primary School, OX4 4SF 1 day per week [Tue] remainder home-based.
<b>Line Manager:</b>	Payroll Manager
<b>Disclosure Level:</b>	Enhanced DBS

### **Job Purpose:**

- To work within the Trust HR/Payroll team, providing support and guidance to all schools within the Trust in all aspects of payroll including support with the payroll system and liaising with our payroll provider.
- To work with the Payroll Manager and other Payroll Officer ensuring the service and delivery from our outsource payroll providers is of a high quality and appropriate to our needs.

This role may involve some travel to schools within the Trust

### **Main Responsibilities:**

- Act as a first point of contact to all schools for payroll queries within the Trust, providing advice, support and guidance to line managers and staff on payroll procedures ensuring the correct processes are being followed
- To work as an expert on using the payroll system, supporting schools, answering queries and ensuring accuracy of inputting at school level. Supporting schools and training where necessary.
- Liaising with school based colleagues over the completion of relevant documentation, changes in payroll and inputting of claims for lunch duty, overtime, expenses etc, to ensure all payroll deadlines are met.
- To support schools with payroll calculations such as calculating salaries according to grade, hours, weeks worked, paid holiday etc
- To work with the other Payroll Officer and assist with the preliminary check cycle, working with our payroll provider and schools to review files, resolve and discrepancies and get final sign off from school to ensure staff are paid correctly every month
- To assist the other Payroll Officer with the monthly administration tasks involved with the Teachers Pension and Local Government Pension schemes.
- To assist Payroll Manager and other Payroll Officer in regular salary reviews and carry out general housekeeping checks on a monthly basis - Starters, leavers and contractual changes)
- Working with the Payroll Manager, alongside the other Payroll Officer on regular reviews and audits on data held within the payroll system to ensure employees are paid correctly and in line with Ts and Cs.
- Maintain employment records, ensuring compliance with Data Protection Act / GDPR and act with discretion and confidentiality at all times

### **General Duties**

- To support teaching and learning by providing high quality support as part of a committed flexible team
- At all times act in accordance with the agreed local and national policies and procedures
- Contribute to the overall ethos/work/aims of River Learning Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learnings activities and performance development as required
- Carry out other duties as required from time to time by line manager
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

*River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.*

## Person Specification

Specification	Essential	Desirable
Education/Training	<ul style="list-style-type: none"> <li>• Strong maths and english (written and spoken)</li> </ul>	<ul style="list-style-type: none"> <li>• Certification as a payroll professional</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>• Experience of working in a varied and busy payroll role</li> <li>• Experience and knowledge of payroll processes and legal requirements</li> <li>• High level of numeracy skills</li> <li>• Experience in working in a role supporting other professionals and giving guidance on specific processes</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within the Education Sector.</li> <li>• Knowledge of teachers pensions and LGPS</li> </ul>
Relevant Skills/Aptitudes	<ul style="list-style-type: none"> <li>• Demonstrable experience in the use of advanced Microsoft Excel (Specific - formula v look up etc), Word and Google.</li> <li>• The ability to get to grips with new IT systems quickly.</li> <li>• Effective interpersonal skills</li> <li>• Effective written and verbal communication skills</li> <li>• Ability to work under own initiative and as part of a team</li> <li>• Strong organisational skills, including ability to meet deadlines and strong time management</li> <li>• Accuracy and attention to detail</li> <li>• Ability to ensure that customer requirements are satisfied</li> <li>• Ability to improve processes and procedures that lead to better ways of working.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to produce reports and other complex documents</li> <li>• An ability to interpret complex financial data</li> </ul>
Special Requirements	<ul style="list-style-type: none"> <li>• Access to own transport (car) to enable travel to schools within the Trust.</li> <li>• An interest and willingness to develop new skills</li> <li>• Ability to handle confidential material</li> <li>• A flexible approach to duties</li> </ul>	