

Ridgeway Education Trust

Post: HR & Payroll Officer

Grade: 8

Responsible to: HR Services Lead

Purpose of the Job

Working as part of the Trust HR Team to provide a comprehensive, professional, and efficient payroll and HR service that responds to the needs of the Trust and its schools and assists the delivery of the Trust's vision and values.

- Provide employees and line managers with advice and guidance on all aspects of HR and payroll. Responsible for leading on the delivery of an effective payroll service including collating, calculating and inputting monthly payroll data in accordance with the agreed deadlines, working closely with internal colleagues and external stakeholders.
- Support compliance with Trust policies, service level agreements and legislative requirements.

Human Resources

- Keep up to date with Trust HR policies and procedures to ensure their appropriate and consistent use across the Trust.
- Be the point of contact for general HR, payroll and pension queries for colleagues.
- Responsible for the maintenance of HR records on the Trust's Management Information System (MIS).
- Ensure the annual Trust School Workforce Census returns are accurately completed and returned, ensuring that any queries are resolved before submission.
- New appointments – provide support to schools during the recruitment and induction process.
- Changes – enter details on the Trust's MIS, prepare amended contract letters and despatch to employees as needed.
- Ensure that staff coming to the end of fixed term contracts/temporary changes are drawn to the attention of the relevant Headteacher as needed.
- Leavers – enter details on MIS and ensure all payroll information is updated accordingly.
- Maintain absence records on the Trust's MIS, preparing monthly absence reports for Headteachers and advising on the application of absence policies as required.
- Produce various reports (including staff contact details, staff attendance figures etc) as requested.

Payroll

- Payroll lead for specific schools across the Trust, liaising with the external payroll provider as required.
- Ensure all new starters, leavers and contract changes are input / set up correctly on the Trust's payroll system in a timely manner.
- Provide information to staff on different schemes – eg maternity and paternity.
- Respond to any payroll errors identified, to ensure they are resolved appropriately in a timely way.
- Responsible for supporting schools with complex payroll calculations as required.

- Assist, as a part of the wider Trust Financial Services Team, with payroll cost forecasting including working with the Finance Officer on the maintenance of staff forecasting models.
- Provide employer pensions support and liaise with the relevant pension providers (LGPS and TPS).
- Provide information for the Pay Committee regarding teaching and support staff pay progression and implement when confirmed.
- Support in the Trust year-end and internal assurance audits in relation to areas of responsibility.
- Produce various reports as requested.

Safeguarding

- Ensure the Trust's Single Central Record is always up to date with details of safeguarding checks made for all staff, governors, volunteers etc for safeguarding/Ofsted purposes.
- Record details of all checks on the Trust's MIS.
- Support & attend termly safeguarding meetings, producing information from the MIS to these meetings.
- Keep updated with the content of the school's current Safeguarding Policy, together with the 'Keeping children safe in education' statutory guidance for schools (as amended) and promote and ensure the safeguarding of students at the school.

Undertake such other reasonable duties and activities as may be required from time to time as directed by the HR Services Lead.

This job description is intended as a guide and is not exhaustive. It sets out the current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Person Specification:

Essential

- Experience of working in a HR admin and /or payroll environment
- Ability to work well under pressure, prioritise work and meet tight deadlines
- Attention to detail
- Good IT skills (including use of Excel) and ability to learn and proficiently use the Trust payroll and HR management information systems.
- Good interpersonal skills with the ability to communicate well with a range of stakeholders, including but not limited to headteachers, staff and external contractors
- Good numeracy and literacy skills and strong administrative skills
- Ability to manipulate data and produce meaningful reports
- Ability to work flexibly and constructively as a part of a team and on own initiative
- A confident, helpful and friendly manner
- Willingness to work efficiently and effectively looking for ways of improving services and outcomes

Desirable

- Experience of working within the education sector
- Working towards a payroll / HR qualification

January 2026