



EMMANUEL SCHOOLS
FOUNDATION

HR & Payroll Administrator

VALUED, CHALLENGED, INSPIRED



WELCOME

Dear Applicant

Thank you for your interest in this opportunity. As HR & Payroll Administrator, you will play an important role in supporting both our HR and payroll functions, helping to ensure staff are paid accurately and on time while maintaining high standards of HR administration across the Trust.

Working within our central HR and Payroll team, you will be involved in a wide range of activities, including maintaining staff records, processing payroll changes, supporting recruitment and onboarding, monitoring attendance and absence data, and assisting with key HR processes and policies.

You will also contribute to our safeguarding and safer recruitment responsibilities, ensuring recruitment procedures and pre-employment checks are completed accurately and compliantly.

This role offers an excellent opportunity to develop your HR and payroll experience within a supportive and professional environment. Working closely with the Payroll Manager, HR Manager and wider Trust colleagues, you will gain valuable exposure to a broad range of people-related practices.

We are looking for someone who is organised, accurate and professional, with a strong commitment to confidentiality and excellent customer service. In return, you will join a collaborative team whose work helps create a positive working environment, enabling our schools to focus on delivering high-quality education.

If you are detail-focused, proactive and keen to develop your HR and payroll skills, we would be delighted to receive your application.

Heather Robinson
HR Director

MISSION

CHARACTER EDUCATION

We build good character. We learn about good character, why it matters and how to develop it.

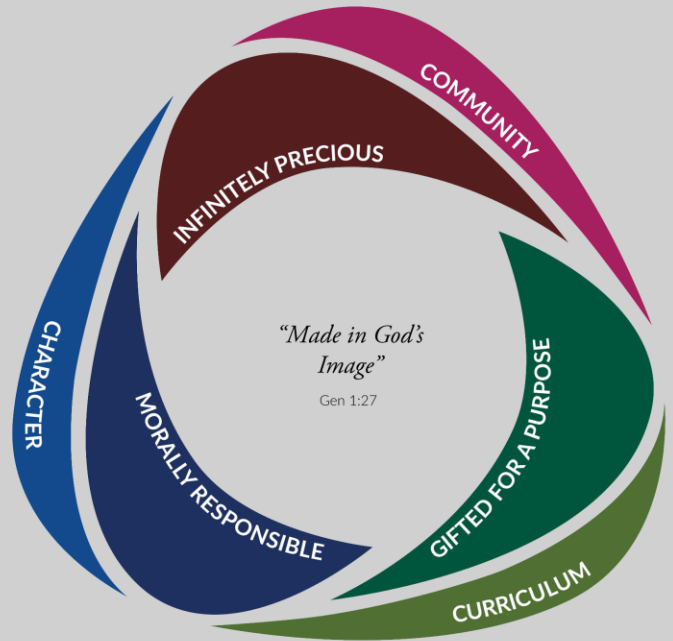
CURRICULUM EXCELLENCE

We are determined to achieve a personal best. We provide a broad ambitious curriculum that ensures excellent student learning, progress and future destinations.

COMMUNITY ENGAGEMENT

We serve with gratitude. We use our gifts to benefit the community and the environment.

OUR CORE VIRTUES





“

ALL PEOPLE ARE INFINITELY
PRECIOUS, MORALLY
RESPONSIBLE AND GIFTED
FOR A PURPOSE”

A group of five students in maroon school uniforms are walking down a set of stairs. The students are of diverse backgrounds and are smiling. The background features a modern building with a red textured wall and a glass railing.

“

SUPPORTING STUDENTS
AND STAFF TO BECOME
THE PERSON THEY HAVE
THE POTENTIAL TO BE”

THE ROLE

Efficient and effective HR support enables our schools to focus on their core purpose - the provision of high-quality education - in an environment where everyone is Valued, Challenged and Inspired. The HR & Payroll Administrator will support accurate administration of key HR processes so that our good working practices and positive staff relations assist in our mission to provide Christian-ethos schools of character for the whole community.

Reporting to the Payroll Manager and providing centralised administrative support, the HR & Payroll Administrator will provide efficient, accurate and professional HR and payroll administration services, ensuring compliance with organisational policies, employment legislation and payroll procedures, while delivering a high standard of customer service to employees and managers across the organisation.

The HR & Payroll Administrator will also have access to professional support and guidance from the ESF HR Manager and the HR Director, as well as the Payroll Manager.

Key duties and responsibilities:

Maintaining Accurate Personnel Records in accordance with prevailing policies and procedures:

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- Maintenance of individual staff employment files, HR databases and records in line with statutory and the multi-academy trust requirements, and the staff workforce census.
- Updating of contracts and ensuring that relevant changes to staff pay and new starter information are communicated accurately and punctually.
- Administering exit processes including acknowledging resignations/terminations, confirming last day of service, exit interviews and leaving arrangements etc.

- Local administration and monitoring of benefits such as: long service awards, eye care vouchers
- **Accurately administer the payroll processes for up to 3 centres**
- Promote consistency and accuracy of auditable payroll records, ensuring our people are paid accurately, and on time
- Ensure starters, leavers, salary reviews and contractual changes are managed accurately and in a timely manner.
- Ensure the correct deductions are made and reported via payroll;
 - to meet contributory requirements of both the Local Government Pension and Teachers' Pension Schemes in line schemes' rules
 - in relation to Attachment of Earnings orders, and
 - HMRC obligations (PAYE and NIC)
- Reconciling monthly payroll control accounts and posting all external payments made each month. Importing Bacs File for monthly salaries and wages and making payments to relevant bodies in relation to monthly deductions via Lloyds Banking Facility
- Reconciling and processing monthly routines (e.g. Full Payment Submission Employer Payment Summary files, RTI notifications etc. to HMRC in line with HMRC guidelines and ESF contractual requirements
- Liaising with Finance as required to support reconciling of monthly payroll control accounts and postings of external payments including BACS processes. Create and analyse relevant payroll reports as required

THE ROLE

The HR Administrator will provide efficient and confidential administration support so that staff absence and performance is monitored and recorded accurately.

- Record, monitor, analyse and report on all types of staff attendance including sickness, leave of absence, holiday, discretionary leave etc.
- Monitor, track and report on the completion and submission of RTW and Fit notes – ensuring records are update to date and cases are escalated where necessary
- Support the production of necessary correspondence and actions in relation to key HR policies (e.g. maternity/paternity, flexible working, grievance, disciplinary, absence management)
- Monitor, track and report on the completion of probationary reviews (all staff) and annual performance reviews (support staff)

Recruitment and Safeguarding

- Advertisement, administration of applications, interview arrangements and liaising with candidates, administration/organisation of selection events
- Carrying out the necessary administrative elements of safer recruitment ensuring that safer recruitment procedures are followed at all times, and that regulatory, legislative, compliance and statutory requirements are met.
- Management of offer administration including preparation of contracts, offer letters, occupational health screening and co-ordination of staff induction arrangements.

Other

- Ensuring that health and safety, safeguarding and child protection requirements are observed at all times.
- Any other duties reasonably required as consistent with the position

THE PERSON

We're looking for someone who can bring both the right skills and the right approach to the role of HR Assistant. The ideal candidate will have:

Qualifications

- CIPD Level 3 or equivalent professional experience (Desirable)
- CIPP Level 3 or equivalent professional experience (Desirable)
- Five GCSEs (or equivalent) at Grade 4 (old Grade C) or above, including English and Maths at Grade 5 or above (Essential)

Professional Skills & Experience

- Proven experience working at Administrator level in a fast-paced and confidential environment (Essential)
- Demonstrable understanding of the core aspects of UK employment practice, and associated statutory requirements in a range of employment scenarios (grievance, discipline, absence, recruitment and termination) (Desirable)
- Hands on with a proactive, hands-on, and pragmatic approach to work (Essential)
- Numerate and literate; communicates clearly, concisely and accurately in both written and verbal communications (Essential)
- Strong IT skills, including confident use of Microsoft Office (essential) and experience with HR Information Systems (Desirable)

Attitudes & Ethos

- Alignment with our inclusive, future-focused ethos (Essential)
- Takes account of varying demographic, social, economic, and political factors to inform approach (Essential)
- A commitment to continual professional development (Essential)

Relationships

- People-oriented and results-driven, with the ability to build and maintain mutually respectful, supportive relationships with colleagues (Essential)

Other Requirements

- Self-motivated, resilient, and tenacious (Essential)
- Willingness to undertake and maintain an enhanced DBS check (Essential)
- Eligibility to work in the UK (Essential)





APPLICATION DETAILS

Vacancy Details

Salary: Actual £28,992 - £30,452 (SCP 15 - 18)

Start date: November 2026 or ASAP

Location: Emmanuel or Grace College in Gateshead, or Christ's College, Sunderland

Working Terms: 37.5 hours per week Monday - Friday, Term time only plus 4 weeks. (will consider whole time)

Deadline

Closing date: Friday 02 October, Midnight

Interviews to be held: TBC

How to apply:

For further information, please visit www.esf-web.org.uk or call HR on **0191 461 4156** or charland@esf-mail.org.uk . A CV may be submitted to supplement your application but will not be accepted instead of a completed on-line application

APPLY ONLINE HERE

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post will involve daily contact with children and is subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectation.

