



JOB DESCRIPTION

Job Title:

Apprentice Administrator - Payroll and Pensions

Location: **Loughborough**

Job Purpose:

Working within our friendly payroll team this role will support the team responsible for providing payroll administration support for all staff within the trust.

This includes administration support to ensure accurate and timely payment of salaries, management of pensions, compliance with statutory requirements, and effective communication with staff regarding payroll and pension queries.

During your apprenticeship with us, you will spend time acquiring comprehensive experience, skills and knowledge of the fundamental areas within the Payroll and Pension fields, providing you with success in your career.

Background:

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside, and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

Reporting To:

Payroll Manager

Salary:

Apprenticeship Rates

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This role works with the wider payroll team to provide administration support to ensure the accurate and timely payment of salaries, management of pensions, compliance with statutory requirements, as well as effective communication with staff regarding payroll and pension queries. The role will also support the team with ad hoc projects as required. A more detailed description is below:

MAIN DUTIES AND RESPONSIBILITIES

Payroll Administration

- ★ Maintain payroll records and update employee details as necessary.
- ★ Work with the HR team to ensure new starter information is complete on the system.
- ★ Liaise with staff members in response to payroll-related enquiries and work with the wider team to find answers and provide timely resolutions.
- ★ Co-ordinate with the schools to help in the resolution of queries.
- ★ Support the team with monthly payroll processing.
- ★ Administer the expense system.
- ★ General administration tasks

Pensions Administration

- ★ Administration tasks for pension schemes, including Teachers' Pension Scheme (TPS) and Local Government Pension Scheme (LGPS). This will include liaising with staff members and the pension schemes on matters such as pension opt-outs, missing service, and retirement requests.
- ★ Act as first line contact for pension providers for administrative queries.
- ★ Generate reports for review by management.
- ★ Work with wider team to ensure accurate pension contributions and timely submission of returns.

HMRC

- ★ Liaise with HMRC as required to resolve first line queries.

Reporting

- ★ Coordinate regular and ad hoc requests for staffing information, providing reports as required.

Other

- ★ Ad hoc tasks as required to support the payroll team

PERSON SPECIFICATION

- Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 - Application
- 2 - Test/Presentation
- 3 - Interview

	Essential	Desirable	Assessed
Qualifications and Professional Development			
✓ GSCE Maths at Grade 5 or above	✓		
Experience			
✓ Some familiarity with payroll and pension processes		✓	
✓ Previous experience in an administrative role		✓	
Skills and Knowledge			
✓ Numerate and analytical	✓		
✓ Ability to handle confidential information with discretion.	✓		
✓ Excel skills and confident in using IT systems.	✓		
✓ Developing communication and interpersonal skills.	✓		
✓ Organisational and time-management abilities.	✓		
✓ Strong attention to detail and accuracy.	✓		
✓ Advocate for the promotion of the safeguarding and welfare of children and young people; promotor of equal opportunities	✓		
Equal Opportunities			
✓ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓		

Safeguarding			
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓		
★ Play an important part in the wider safeguarding of children - identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓		
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓		
Health and Safety			
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓		

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.

All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.