

Post Title	HR & Payroll Assistant
Post Ref No	CA034
Responsible To	HR Operations Manager
Grade	Grade 5 – 7 (depending on experience)

Purpose	<ul style="list-style-type: none"> To support the HR function in the ongoing delivery of a proactive, supportive, compliant and effective HR services to academies within the Cumbria Education Trust (CET). To ensure timely and accurate completion of transactional HR and Payroll activities. To undertake support the school based administration staff involved in HR processes to ensure an effective and efficient transactional HR service delivery. To be point of contact for HR and Payroll related matters, signposting and referring to senior HR staff as necessary.
Main Accountabilities	<ul style="list-style-type: none"> Act as point of contact into the HR department ensuring that all staff queries are dealt with in a timely and effective manner and to provide information to staff as and when required. Provide support to the roll-out, implementation and application of HR policies and procedures including the maintenance of an HR reference library. Undertaking the review and updating of HR policy and procedure in support of the central HR function To provide operational HR & payroll support to schools and academies within the allocated Hub and the Trust. Support the monthly payroll submission and return through the accurate input of payroll data, supporting the HR Officer in any queries, calculations, new starters, transfers and leavers processing and the overall reconciliations of the inclusion in the reference library Support the HR function in the implementation, roll-out, operation and development of the HR and payroll system. Undertake calculations including, but not limited to, maternity/paternity, sickness absence recording/entitlements and contractual queries. Provide support and training to school administrators to understand the HR and payroll system, encouraging managers to utilise the self-service ability within the system

	<ul style="list-style-type: none"> • To be the first point of contact for all payroll system related queries ensuring a timely response and resolution, escalating matters to the HR Officer as necessary. • Ensure that accurate and up to date personnel records and data are maintained, used and stored in compliance with data protection legislation; and provide accurate information to assist with the effective management of staff resources. • To provide support to the HR function and Headteachers in the provision of accurate data to ensure that all HR decisions are based on evidence led data. • To support and assist in the maintenance of accurate and effective sickness absence records. To ensure the accurate data is available to enable the identification of trends and triggers in sickness absences. • To support and administer the recruitment and selection process from end to end including, drafting and posting of job vacancies, selection process, offer and background checks, recording etc... • To maintain up to date knowledge of changes to Terms and Condition of employment for teachers and support staff which may affect the service delivery of transactional HR & Payroll services in the academies. • To undertake and support HR projects as required by the HR Officer / Head of HR.
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Additional Information</p>	<ul style="list-style-type: none"> • To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust. • Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection. • Participate in training, other learning activities and appraisal as required. • Recognise own strengths and areas of expertise and use those to advise and support others. • It is the practice of the Trust to periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trusts aim to reach agreement on any alterations.
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Safeguarding</p>	<ul style="list-style-type: none"> • Cumbria Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. • It is the responsibility of all adults employed by CET to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned, or contracted to work with children or young people.

- Applicants for all posts must be willing to undergo safeguarding and DBS screening appropriate to the post.

	Essential	Desirable
Qualifications/Training	<ul style="list-style-type: none"> • GCSE Grade A-C (Maths and English) • Level 3 qualification • Evidence of Continuing Professional Development 	<ul style="list-style-type: none"> • CIPD associate membership • Degree level education
Relevant Experience	<ul style="list-style-type: none"> • Demonstrable experience of HR administration • Experience of undertaking operational HR processes including payroll processing • Experience with data and record management systems 	<ul style="list-style-type: none"> • Experience of working within a Multi-Academy Trust or in a MAT conversion • Experience of HR in an education setting • Experience in the implementation of new HR software. • Experience of working within or alongside a payroll bureau
Knowledge	<ul style="list-style-type: none"> • Knowledge of main HR functions inc recruitment, Employee Relations, contracts • Basic working knowledge of employment legislation 	<ul style="list-style-type: none"> • Knowledge of safer recruitment in education and working together to safeguard children • Understanding of national and local education services • Working knowledge with HR Information system
Skills	<ul style="list-style-type: none"> • Excellent interpersonal skills with ability to engage with a range of stakeholders. • Excellent communication skills in written and verbal formats. • Must be adept at problem-solving, with ability of using own initiative to identify possible solutions. • Must be able to effectively read and interpret information, present 	<ul style="list-style-type: none"> • Good research analysis, interpretation and evaluating skills demonstrating ability to identify and diagnose problems, issues, requirements and develop solutions.

	Essential	Desirable
	<p>numerical data in a resourceful manner, and skillfully gather and analyse information</p> <ul style="list-style-type: none"> • Demonstrable computer and IT skills with proficiency in MS Office suite and payroll systems • Ability to work under pressure and tight deadlines, and prioritise and organise workloads • Customer-centered approach to service delivery and team player • Keen attention to detail and accuracy. • Highly confidential • Emotionally intelligent • Committed & passionate • Commitment to Equality & Diversity 	
Special Circumstances	<ul style="list-style-type: none"> • Ability to drive travel independently around the county. 	

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