

*Diocese of Ely***Agapè
Courage
Thankfulness**

Job Description — Trust Payroll, Pensions and HR Officer

Job Title

Trust Payroll, Pensions and HR Officer

Contract

Full time, 37 hours per week, 52 weeks per year, based at the Trust Central Office with occasional travel across Trust schools as required.

Salary

NJC SCP 24-28 (or equivalent, subject to evaluation)

Reporting Line

Reports directly to the Chief Finance & Operations Officer (CFOO)

Core Working Relationships

Works closely with: Trust Finance Officer; Trust Finance Manager; CFOO; Headteachers; School Administrators; Office Managers; external HR provider; payroll provider; pension providers; External Auditors; Internal Auditors; and the Trust Partnership Team.

Purpose of the Role

To provide an accurate, efficient and compliant payroll, pensions and HR administration service across ACT Multi Academy Trust.

The postholder will be responsible for leading the operational delivery of payroll, pensions, recruitment administration and HR record management across the Trust. They will ensure that payroll, HR and staffing establishment data remains accurate, aligned and compliant, supporting senior leaders in maintaining effective workforce planning, recruitment and employee administration processes.

The role will be a key member of the partnership team, supporting the CFOO in strengthening Trust-wide HR systems, payroll controls, recruitment processes and compliance arrangements.

Core Responsibilities

Payroll Administration

The postholder will:

- Act as the Trust's operational lead for payroll administration.
- Prepare, validate and submit monthly payroll variations to payroll providers.
- Process all starters, leavers, contractual changes and absence-related payroll adjustments.
- Review payroll reports and undertake detailed checking prior to authorisation.
- Investigate and resolve payroll queries from employees and managers.
- Maintain payroll schedules and ensure all deadlines are met.
- Reconcile payroll reports against approved staffing structures and contracts.
- Administer statutory payments including SSP, SMP, SPP and SAP.
- Maintain payroll records and audit trails.
- Support payroll year-end processes and statutory submissions.
- Develop and maintain payroll procedure documentation.
- Undertake routine payroll audits to ensure accuracy and compliance.

Pensions Administration

The postholder will:

- Administer Teachers' Pension Scheme and Local Government Pension Scheme processes.
- Process pension starters, leavers and contractual changes.
- Complete monthly and annual pension returns.
- Reconcile pension contribution reports.
- Respond to pension enquiries from employees.
- Support pension audits and compliance reviews.
- Maintain accurate pension records.
- Support auto-enrolment compliance requirements.

- Liaise with pension providers and payroll services as required.

Recruitment and Safer Recruitment

The postholder will:

- Coordinate recruitment processes for all Trust and school-based vacancies.
- Draft and publish vacancy advertisements.
- Manage recruitment timetables and candidate communications.
- Coordinate shortlisting and interview arrangements.
- Undertake pre-employment checks including:
 - DBS checks
 - References
 - Right to Work checks
 - Qualification checks
 - Prohibition checks
 - Overseas checks where applicable
- Ensure recruitment processes comply with safer recruitment requirements.
- Issue offer letters and prepare onboarding documentation.
- Maintain recruitment records and compliance evidence.
- Monitor recruitment activity and vacancy data.

HR Administration

The postholder will:

- Maintain employee records within the Trust HR system.
- Produce contracts of employment, variation letters and associated documentation.
- Process all employee lifecycle changes including:
 - New starters
 - Internal changes
 - Contract amendments
 - Leavers
- Maintain personnel files in accordance with GDPR requirements.
- Monitor probation periods and contractual review dates.
- Support sickness absence monitoring and reporting.
- Maintain accurate organisational structures and staffing records.

- Assist with workforce census submissions and other statutory returns.
- Act as a first point of contact for routine HR administration enquiries.
- Liaise with external HR providers where appropriate.

HR Compliance and Systems

The postholder will:

- Support the development and implementation of Trust HR procedures.
- Undertake regular audits of HR records and employee information.
- Identify and rectify discrepancies between HR, payroll and budget systems.
- Support the maintenance of accurate Single Central Records.
- Produce management information and compliance reports.
- Assist with internal and external audit requirements.
- Support HR policy implementation across schools.
- Ensure employee data is processed securely and confidentially.

Workforce Reporting and Analysis

The postholder will:

- Produce regular payroll and staffing reports.
- Monitor staffing establishment changes.
- Support workforce planning activities.
- Analyse data relating to:
 - Recruitment
 - Staff turnover
 - Absence
 - Vacancies
 - Payroll accuracy
- Produce reports for senior leaders, Headteachers and Trustees as required.

Corporate Responsibilities

The postholder will:

- Support the vision, values and strategic priorities of ACT Multi Academy Trust.
- Comply with all Trust policies and procedures.
- Promote and safeguard the welfare of children and young people.

- Maintain confidentiality at all times.
- Participate in professional development and training.
- Work collaboratively across all Trust schools and teams.
- Undertake any other duties commensurate with the grade and nature of the post.

Person Specification

Knowledge and Experience

Essential

- GCSE Grade 4/C or above in English and Mathematics.
- Relevant payroll, HR or business administration qualification or equivalent experience.
- Experience of payroll administration.
- Experience of HR administration.
- Experience of recruitment administration.
- Experience of maintaining confidential employee records.
- Experience of working with multiple deadlines and competing priorities.
- Strong understanding of Microsoft Office applications.

Desirable

- CIPP qualification or willingness to work towards.
- CIPD Level 3 qualification or willingness to work towards.
- Experience within an academy trust, school or public sector environment.
- Knowledge of Teachers' Pensions and Local Government Pension Scheme regulations.
- Experience of EduPay or similar education payroll systems.
- Knowledge of safer recruitment requirements.
- Experience supporting audits and compliance reviews.

Skills and Competencies

Essential

- Exceptional attention to detail.
- Strong organisational and administrative skills.
- Ability to work accurately under pressure.

- Excellent communication skills.
- Strong analytical and problem-solving skills.
- Ability to handle confidential information appropriately.
- High level of ICT proficiency.
- Ability to build effective working relationships.

Desirable

- Experience of producing management reports and workforce analysis.
- Experience of reviewing and improving administrative processes.

Role Evolution and Progression

ACT is committed to developing and investing in its people. As the Trust continues to grow, the Payroll, Pensions and HR Officer will play an important role in strengthening the Trust's payroll, pensions, recruitment and HR administration processes. The role provides opportunities to contribute to improved systems, stronger compliance arrangements, accurate workforce data and consistent employee lifecycle processes across the Trust.

Salary progression will be linked to performance, achievement of objectives, professional development and contribution to the continued improvement of payroll, pensions, recruitment and HR administration across the Trust.