

Job Description: Payroll and Recruitment Manager

Key Information

Post Title: Payroll and Recruitment Manager

Contract type: Permanent / All year round

Hours: 37 hours

Salary: SO2 SCP 26-29 (£37,280 - £39,862)

Reports to: Head of HR & Safeguarding

Location: Central Head Office (Healing Academy)

Additional information:

Travel between Trust sites will be required.

Purpose of Post

The Recruitment and Payroll Manager leads two critical operational functions: the delivery of a high quality, compliant recruitment service rooted in safer recruitment principles, and the accurate, timely, and compliant processing of payroll for all staff. The role ensures full adherence to statutory requirements, including Section 128 checks, KCSIE safer recruitment, and Single Central Record (SCR) compliance, while also managing end to end payroll operations, pensions, and statutory reporting.

The postholder works closely with Business Support Partners, HR, Finance, and school leaders to maintain robust processes, strong internal controls, and excellent service standards across both recruitment and payroll.

Main Duties and Responsibilities

1. Recruitment & Safer Recruitment Compliance

- Lead the full employee lifecycle, including end-to-end recruitment, contract generation, comprehensive onboarding, and formal offboarding procedures for teaching, support, and leadership roles
- Embed safer recruitment practices in line with Keeping Children Safe in Education (KCSIE).
- Oversee all pre employment checks, including:
 - Enhanced DBS and barred list checks
 - Section 128 checks
 - Right to work
 - Prohibition from teaching checks
 - Qualifications, references, and identity verification
- Work collaboratively with Business Support Partners to ensure the Single Central Record (SCR) is accurate, compliant, and audit ready.
- Provide training and guidance to hiring managers and Business Support Partners on safer recruitment and SCR requirements.
- Conduct internal audits of recruitment files and SCR entries, implementing corrective actions where required.
- Support external audits and inspections by providing evidence of compliance.
- Develop and maintain recruitment policies, processes, and documentation in line with legislation and best practice.

2. Payroll Operations

- Own end to end monthly payroll processing for salaried and hourly staff, including starters, leavers, variable pay, overtime, allowances, amendments, statutory payments (SMP, ShPP, SAP, SSP), and deductions.
- Ensure accurate RTI submissions to HMRC and timely payment of PAYE and NICs.
- Oversee pensions auto enrolment compliance, including assessments, enrolments, opt ins/outs, re enrolment, and re declaration.
- Manage relationships with pension providers and support the CFO with the Teachers' Pension Service EOYC.
- Work with Finance to reconcile payroll to the general ledger, post journals (gross pay, employer NI, pensions, benefits, accruals), and complete month end, quarter end, and year end payroll close.
- Coordinate year end tasks including P60s, P11Ds, and associated data capture and reporting.
- Maintain the payroll calendar, ensuring all statutory deadlines and internal cut offs are met.
- Partner with HR to administer pay reviews and implement annual statutory changes (e.g., NI thresholds, NMW/NLW updates, salary statements etc).

3. Controls, Compliance & Audit

- Maintain strong internal controls and segregation of duties, with documented procedures.
- Ensure compliance with HMRC, GDPR, employment law, tax legislation, and safeguarding requirements.
- Lead payroll elements of internal and external audits, addressing findings and improving control effectiveness.
- Manage payroll policies including overpayments, advances, and expenses interfaces.
- Ensure accurate third-party remittances (AEOs, CSA, pension contributions, unions, etc.).
- Maintain secure data handling and retention practices across recruitment and payroll.

4. Stakeholder Management & Leadership

- Act as the first point of contact for payroll, pension, and recruitment compliance queries.
- Provide clear, timely communication to employees, managers, and school leaders.
- Partner with HR on workforce changes, data integrity, and policy interpretation.
- Partner with Finance on payroll budgeting, forecasting, reconciliations, and cashflow planning.
- Build strong working relationships with Business Support Partners to ensure consistent, compliant processes across all schools.
- Manage external vendors, including payroll outsourcers, ensuring service levels are met and value is delivered.

5. Systems & Process Improvement

- Own configuration and optimisation of the payroll database and integrations with finance and HR systems.
- Support HR in developing reporting functionality using payroll and workforce data.
- Drive automation and process improvements to reduce manual intervention and improve accuracy.
- Implement KPIs and dashboards for payroll accuracy, recruitment timeliness, and compliance.
- Continuously review and improve recruitment and payroll processes to enhance efficiency and user experience.

6. General Responsibilities

- Undertake any other reasonable duties related to recruitment, payroll, and compliance as required by the organisation.
- Uphold the organisation's safeguarding responsibilities and commitment to promoting the welfare of children and young people.
- The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.

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Specification	Essential	Desirable	Evidence
Qualifications & Training	<ul style="list-style-type: none"> 5 GCSEs (incl. Maths and English Grade C or above) CIPD Level 3 or above, or equivalent HR/recruitment qualification. Evidence of continuous professional development in HR, payroll, safer recruitment, or compliance Safer Recruitment training or immediately on appointment Full driving licence and ability to undertake appropriate travel in connection with the post, across multiple sites 	<ul style="list-style-type: none"> Payroll-related qualification (e.g., CIPP) or willingness to work towards one (desirable). 	
Experience	<ul style="list-style-type: none"> Proven experience processing end-to-end payroll for a multi-site or complex educational organisation. Significant experience managing end-to-end recruitment processes, within education or a regulated environment Demonstrable experience embedding safer recruitment practices and managing statutory pre-employment checks. Experience maintaining or overseeing the Single Central Record (SCR). Experience working with HMRC requirements, RTI submissions, statutory payments, and payroll reconciliations. Experience administering pension schemes, including auto-enrolment and re-enrolment. 	<ul style="list-style-type: none"> Experience supporting internal and external audits, including responding to findings. Experience working collaboratively with HR, Finance, and operational leaders. Experience managing third-party suppliers or payroll outsourcers. Experience implementing process improvements or system enhancements. 	
Professional knowledge & understanding	<ul style="list-style-type: none"> Strong understanding of Keeping Children Safe in Education (KCSIE) and safer recruitment requirements. Detailed knowledge of statutory pre-employment checks, including DBS, barred list, Section 128, right to work, and prohibition checks. Strong understanding of payroll legislation, including PAYE, NICs, statutory payments, and RTI. Understanding of GDPR and secure data handling requirements Knowledge of employment law relevant to recruitment and payroll. 	<ul style="list-style-type: none"> Knowledge of Teachers' Pension Scheme and Local Government Pension Scheme processes (desirable) Understanding of internal controls, segregation of duties, and audit requirements. Familiarity with HRIS, payroll systems, and integrations with finance systems. 	
Skills	<ul style="list-style-type: none"> Excellent organisational skills with the ability to manage multiple deadlines and competing priorities. High level of accuracy and attention to detail, particularly in data handling and payroll processing. Strong analytical and problem-solving skills, with the ability to interpret legislation and apply it to practice. Ability to produce clear, concise, and compliant documentation, reports, and communications. Confident in delivering training and guidance to managers and support staff. Strong IT skills, including HR/payroll systems, Excel, and data reporting tools. Ability to build effective working relationships across schools and central teams. Ability to maintain confidentiality and handle sensitive information with discretion. Ability to work independently and take ownership of processes while contributing to wider team objectives. 		
Personal Attributes	<ul style="list-style-type: none"> Commitment to safeguarding and promoting the welfare of children and young people. Professional, approachable, and customer-focused. Resilient, adaptable, and able to work under pressure. Proactive and solution-focused, with a continuous improvement mindset. High level of integrity and commitment to maintaining compliance. Collaborative and supportive, with a willingness to share knowledge and develop others. Positive attitude and willingness to embrace change and new ways of working. 		