



RECRUITMENT PACK

Together we Belong, Believe, Become

WELCOME FROM THE CEO

Dear Applicant

Thank you for taking an interest in Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'. As a community of schools, we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued. As a result of our newly founded values, we strive to ensure that students receive an incredibly high standard of academic and pastoral care to enable them to leave school with the very best platform for their future. The schools within Ascend Learning Trust are a family, and as such they support each other to continuously improve, providing strength to each other.

As a mother of 3 school age children at both primary and secondary level, I know how important young people's school experience is and it is a privilege to lead an organisation whose purpose it is to support this. As the newly appointed CEO of Ascend Learning Trust (from September 2023) I am fully committed, along with all of our staff to ensuring that each child's education is the very best that it can be.

This pack will give you details of the job description and list the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria.

References

We will require two satisfactory references before a job offer is confirmed; one of which must be your Line Manager/ Headteacher in your present or most recent employment.

Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment. Further information about the Ascend Learning Trust and the Academies within it, is available on our website info@ascendlearningtrust.org.uk We hope you will feel inspired to apply to work within the Trust.

Yours sincerely

Jane Coley
Ascend Learning Trust CEO

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JOB DESCRIPTION

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge, and abilities required to do the job.

The criteria listed within the job description detail the areas which will be assessed at both application and interview. It is important that you identify the competencies, experience, qualifications, knowledge, and abilities that will be assessed by application form, as you will need to provide evidence that you meet the criteria.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the Trust brand style.
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, whistleblowing, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Trust Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the Trust and beyond.
- Represent the Trust at events as appropriate and as directed by the Chief Executive Officer.
- Support and promote the Trust ethos, vision, and values.

Payroll Administrator

Reporting to: Payroll Officer

Location: Lime Kiln Office, SN4 7HG

Travel: Regular travel between all schools may be required

Role Purpose

To provide efficient and accurate payroll administration support across Ascend Learning Trust. Under the Payroll Officer, the postholder will act as a point of contact for routine payroll enquiries, maintain payroll records, support the processing of payroll changes, and assist the Payroll Officer in ensuring accurate and timely payroll administration.

The Payroll Administrator will undertake day-to-day administrative tasks and investigate routine enquiries, escalating more complex queries, calculations, and technical payroll matters to the Payroll Officer as appropriate.

Key Accountabilities

Payroll Administration

- Support the administration of monthly payroll processes across the Trust.
- Receive, check and log payroll documentation including starter, leaver, amendment and additional post forms.
- Ensure payroll records are maintained accurately and updated within agreed timescales (SAM and online).
- Upload and organise payroll documentation in accordance with Trust procedures.
- Maintain payroll spreadsheets and trackers used to support monthly payroll processing.
- Assist in preparing payroll information and reports for the Payroll Officer.
- Monitor payroll deadlines and follow up outstanding information with schools and managers.

Payroll Inbox Management

- Manage the payroll inbox on a daily basis.
- Respond to routine payroll enquiries from employees and managers.
- Acknowledge and triage queries, ensuring timely responses.
- Escalate complex payroll matters, pay disputes, pension queries, statutory

payment issues, and contractual concerns to the Payroll Officer.

- Maintain records of enquiries and outcomes.

Employee Support

- Provide first-line support on:
 - Payslips
 - Payroll deadlines
 - Payroll forms and processes
 - Basic pension administration queries
 - Changes of address, bank details and personal information
- Support employees in completing required payroll documentation.
- Signpost employees to appropriate policies and guidance.

Payroll Data Quality

- Check payroll documents for completeness and accuracy before processing.
- Identify missing or inconsistent information and liaise with schools to obtain corrections.
- Assist with payroll audits and compliance checks.

- Support the maintenance of employee payroll records and electronic filing systems.

Reporting and Record Keeping

- Produce routine reports as requested by the Payroll Manager
- Maintain accurate records relating to starters, leavers, contract changes and payroll amendments.
- Assist with the preparation and distribution of payroll-related correspondence.

Compliance

- Ensure compliance with GDPR and confidentiality requirements.
- Follow payroll procedures and payroll deadlines.
- Maintain secure handling of payroll and employee information.
- Support compliance with HMRC, pension and audit requirements.

General

- Work collaboratively with HR, Finance and school-based staff.
- Attend training and development activities as required.
- Undertake other duties commensurate with the grade and responsibility of the post.

Person Specification

Qualifications

Essential	Desirable
GCSE English and Maths Grade C/4 or above	Level 3 Business Administration qualification
Good standard of education	

Skills and Abilities

Essential

- Excellent organisational skills.
- Strong attention to detail and accuracy.
- Good numerical skills.
- Effective written and verbal communication skills.
- Ability to prioritise workload and meet deadlines.
- Ability to work independently and as part of a team.
- Strong customer service skills.
- Competent in Microsoft Office, particularly Excel and Outlook.

- Ability to maintain confidentiality at all times.

Desirable

- Experience using payroll systems.
- Experience producing reports from databases.
- Knowledge of pension administration processes.

Ascend Learning Trust

Welcome to Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'.

As a community of schools we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued.

Compassion

To always show kindness, inclusivity and empathy to each other and to encourage others to behave this way. To care for those around you and to consider the needs of all.

Aspiration

To 'dream big' and to set your goals with no limits. You work hard towards your goals and follow your dreams and always believe that anything is possible.

Respect

To treat everyone as you would always wish to be treated in both words and actions. This means listening to others, appreciating differences, showing kindness and always being considerate.

Dedication

Always try your very best to commit to and achieve all of your goals and never give up even when things are tough. Face challenges courageously and keep focused on your goals.

Integrity

Holding true to what you believe in and act in a way that shows this. Always be honest and if you are in the wrong accept feedback and apologise.

Our vision at Ascend Learning Trust is to create a sense of belonging for everyone. All our young people receive a holistic world-class education regardless of where they come from or their life challenges. They will leave their Ascend community with outcomes that opens doors to a fulfilling and successful future.

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HOW TO APPLY

Please note CVs will not be accepted. You must complete the application in full giving details of all employment, training, and gaps in employment since leaving school.

Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications it is not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

If you would like to arrange a visit to the school, or for more information about applying, please contact the recruitment team on 01793 781485.



Applications should be submitted directly via MyNewTerm, you can access our careers page using the following link:

[Ascend Learning Trust MyNewTerm](#)

