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| Post Name | Pay, Pensions & Benefits Administrator |
| Reporting To | Payroll Manager |
| Location | Hybrid working/flexible |
| Salary Scale Point | NJC point 13 to NJC point 17 (full time equivalent) £29,064- £31,022 To be appointed on a 5-point band within this range depending on experience |
| Weekly Hours | 52 weeks 1 FTE / 37 hours hrs a week |
| Contract Type | Permanent |

Main Duties

Core Purpose:

Reporting to the Trust Payroll Manager you will play a crucial role in: -

- Ensuring payroll is administered and managed correctly and efficiently across the Trust.
- Ensuring employee benefits are implemented appropriately.
- To champion and promote available employee benefits to increase use among staff.
- Ensuring the Trust's employer pensions obligations are fulfilled by liaising appropriately with key stakeholders.
- Ensuring accurate payroll and pension data is held on the MIS in line with GDPR.
- Keep staffing contracts and changes updated in the Trust's Budgetary software IMP to support the Finance Business partners.

Key Duties & Responsibilities

Payroll

- Support the Payroll Manager in the Trust's payroll provision.
- Monitor the secure payroll inbox daily to ensure queries are addressed asap.
- Ensure payroll errors and queries are resolved in a solutions-focused and timely manner, adhering to internal processes.
- Ensure payroll submission for Central roles are completed including additional hours, mileage claims, lettings, sickness absence, paid and unpaid leave.
- Ensure any payroll changes are processed including changes to personal details and parental leave.
- Ensure the HRMIS is updated with changes to terms and conditions.
- Ensure childcare vouchers orders are placed monthly and change requests are processed.
- Monitor length of service and implement changes to paid weeks and salary with payroll.
- Liaise with People Colleagues on final pay review data, ensuring data is crosschecked, errors are dealt with, and submission timelines are coordinated with payroll for processing.
- Alongside the Payroll Manager monitor payroll procedures and review to ensure efficiency and accuracy.

Pensions

- Work with the Payroll Manager to ensure pension compliance with Teachers' Pensions and LGPS schemes.

- Collate and track pension opt-out requests, ensuring timely communication with staff.
- Working with the Payroll Manager coordinate EOYC including the preparation of data for the Teachers' Pensions EOYC Audit.
- Oversee the auto-enrolment process and admin in line with The Pension Regulator's guidance on the Federation's triennial staging date or when an employee hits the criteria for Auto-Enrolment.

Benefits

- Manage and oversee benefits administration for the Trust including Cycle to Work, Eye Care and Childcare Vouchers.
- Ensure the correct process is followed when an employee applies for Cycle to Work.
- Maintain good working relationships with benefits providers, in accordance with Service Level Agreements, keeping in regular contact to ensure up to date promotional materials and promotion of benefits across the Trust.
- Work with the Central People Team to develop an Employee Portal, including a benefits and wellbeing centre, ensuring it is kept up to date and queries are dealt with as required.

Compliance

- Ensure compliance with relevant financial regulations, policies, and procedures, and ensure the effective operation of financial systems and processes within the trust and its schools.

Supervision and Management

No line management responsibilities.



Working Environment

Hybrid working/flexible but on occasion may be required to attend team meetings at one of our school locations.

Other

Safeguarding Statement

Excalibur Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

Equality & Diversity

The Trust 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.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018). The postholder is to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Health & Safety

The post holder must always carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post

| | Essential | Desirable | How Identified |
|---|-------------------------------------|-------------------------------------|--|
| Education & Qualifications | | | Formal possession of an appropriate qualification to be verified at Interview or from records |
| A minimum of 5 A*-C GCSE qualifications (or equivalent) including English and Maths | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Relevant payroll qualification from a recognised body (e.g. CIPP) or willingness to work towards. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Right to work in the UK. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Relevant Experience | | | Past employment activity record from Application Form or Interview. Performance in related selection methods, e.g. presentation, group discussion. |
| Experience of working both in an office environment and remotely. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Experience of processing end to end payroll for large volumes of employees. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Experience of payroll within the education sector. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Experience of administrating occupational pension schemes. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Skills & Abilities | | | |
| Good communication and interpersonal skills. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Ability to prioritise and manage conflicting demands. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Ability to work as part of a team. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Evidence of well-developed ICT skills | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Ability to maintain strict confidentiality in all matters. | | | |
| Disposition | | | |
| Commitment to equality of opportunity and the safeguarding and welfare of all pupils | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Willingness to undertake training. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |



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|---|--|---|
| General & Specific or Legal knowledge | | Application form and interview questioning and reference. |
| Ability and/or willingness to travel as required. | <input type="checkbox"/> <input checked="" type="checkbox"/> | |