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## Payroll Officer

**Department:** Central HR Trust Team

**Salary Range:** NJC Group 5 Point 22-25 (£33,699 - £36,363 FTE)

**Hours:** 30 – 37 hours per week

**Weeks Worked:** 52 weeks a year (Term Time + 4 weeks during school holidays considered)

**Reporting to:** Trust's HR Director with a dotted line to HR Manager

**Location:** Central HR Office in Marlow, Buckinghamshire

### Purpose

The Payroll Officer is a newly created role within the Trust HR Department to support Trust expansion and employee experience. The successful applicant will join an experienced team of 4, comprising, HR Director, HR Manager and two HR Administrators.

The Payroll Officer will deliver an accurate, compliant, and timely payroll service across the Trust, while providing high-quality HR administrative and payroll advisory support to academies and central teams. The role plays a key part in ensuring staff are paid correctly, HR processes run smoothly, and leaders and employees receive confident, practical pay related guidance aligned with Trust policies.

### Key Responsibilities

#### Payroll

- Deliver end-to-end monthly payroll for all Trust employees, ensuring accuracy, timeliness, and compliance.
- Ensure all authorised payroll changes are actioned within published timeframes e.g. salary changes, absences, overtime
- Act as the main point of contact with the external payroll provider EPM
- Process starters, leavers, contractual changes, pay awards, overtime, and allowances
- Administer statutory payments including SSP, SMP, SPP, and SAP in conjunction with EPM
- Ensure correct application of national and local pay frameworks (e.g. STPCD, NJC, leadership pay)
- Reconcile monthly payroll reports and resolve discrepancies promptly
- Manage pension administration, including TPS and LGPS submissions, auto-enrolment, and opt-in/out requests
- Produce payroll reports for HR, finance, audit, and senior leaders where required
- Support payroll audits and year-end processes (P60s, P11Ds where applicable)
- Resolve and respond any HR/Payroll queries
- Prepare and distribute annual salary statements to teachers
- Distribute salary statements, periodically to Support Staff
- Complete an annual audit of EPM records & SIMS or any other MIS system to ensure consistency

- Collate pay details for the annual pay reviews

### **HR Administration**

- In conjunction with HR Administrators maintain accurate and up-to-date employee pay records on the Trust HR system
- Issue contracts of employment, variations, and confirmation letters relating to pay with HR administrator support
- Administer any pay related onboarding processes
- Support absence management processes, including sickness tracking and reporting into the EPM portal system
- Administer leaver processes, ensuring timely notification to payroll and pensions
- Ensure compliance with GDPR and data protection requirements
- Support workforce data returns and internal reporting as required
- Provide support to the HR administrators as and when required

### **Payroll Advisory Support**

- Provide first-line payroll advice to academy leaders and managers on routine people matters
- Support managers with policy application, including attendance, conduct, capability, and family leave
- Advise on pay queries, contractual issues, and employment terms within Trust frameworks
- Escalate complex cases appropriately while ensuring consistency and best practice
- Contribute to the development, review, and implementation of HR policies and procedures

### **Compliance, Safeguarding & Trust Values**

- Ensure all HR and payroll processes align with employment law, education regulations, and Trust policies
- Always maintain confidentiality and professional standards
- Uphold safeguarding responsibilities and follow safer recruitment practices
- Support the Trust's values, equality, diversity, and inclusion objectives

### **Safeguarding**

It is the responsibility of all adults employed by the Marlow Education Trust 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.

All employees must comply with all Trust policies and procedures including child protection and safeguarding and work within the KCSIE framework, health and safety, security, confidentiality and data protection.

### **Other Duties**

- To promote and maintain effective communication and develop working relationships with professional colleagues and the wider Trust community
- To facilitate training within the area of experience and expertise, as directed
- Undertake any professional duties reasonably delegated

- Line-manage staff as indicated by the organisation structure
- To undertake induction and manage probation for new staff within the post holders department where appropriate
- Positively conduct and contribute to appraisal reviews and staff development processes.
- Be responsible for personal professional development and to keep up to date with educational and compliance initiatives that impact on the Trust
- Play a full part in the life of the Trust community, to support its vision, mission and values
- Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary.

## Person Specification

<b>Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Good all-round level of education to include Maths, English to GCSE (Grade A – C) or equivalent standard	X	
Evidence of continuing personal and professional development	X	
Hold a recognised CIPP Payroll management qualification		X
Training in pension administration (Teachers' Pension Scheme and/or Local Government Pension Scheme)		X
<b>Knowledge and Experience</b>		
Demonstrate payroll experience	X	
Knowledge of HR processes and integrated HR/Payroll systems	X	
Experience of managing a large payroll with an outsourced provider		X
In-depth knowledge of payroll and pension legislation		X
Working experience of school staff terms and conditions		X
An understanding of support staff and teachers' terms and conditions (Green and Burgundy Books)		X
Excellent Word, Excel skills to include creation of spreadsheets	X	
Experience of working with defined benefit pension schemes		X
<b>Skills</b>		
Ability to understand technical payroll queries	X	
Excellent communication skills and can work effectively in a team	X	
Able to take the lead in their area of payroll and pension expertise	X	
Able to confidently manipulate data to provide meaningful reports		X
Excellent organisational skills and working to conflicting deadlines	X	
Must be able to work independently	X	
Discreet, confidential and reliable. Manage and embrace changing environments. Demonstrates a high level of resilience	X	
<b>Experience</b>		
Previous experience of working in a payroll or a knowledge of Education payroll provision	X	
Experience of payroll administration in a school or local authority setting		X
Have knowledge of national and regional education services		X
<b>Safeguarding</b>		
Have knowledge and understanding and commitment to safeguarding and promoting the welfare of pupils	X	
Able to form and maintain appropriate relationships and personal boundaries with pupils	X	