

## **Payroll & HR Administrator - JOB DESCRIPTION**

<b>Designation:</b>	<b>Payroll &amp; HR Administrator – Associate Staff Directorate</b>
<b>Department:</b>	<b>HR</b>
<b>Responsible to:</b>	<b>FPTA Academies Trust HR Manager</b>
<b>Salary Grade/Range:</b>	<b>NJC Scale point 22-36 paid pro-rata</b>
<b>Contractual hours:</b>	<b>Full Time Term time plus 10 days during the school holidays</b>
<b>Working Times:</b>	<b>tbc</b>

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### **Job Description**

To provide best practice HR and payroll support and advice in a continuously evolving work environment.

### **Tasks include:**

#### Human Resources

- Employee record management, including administration of personnel data and contracts
- Track, produce and file accurate and timely statutory reports
- Implementing HR policies, standards and procedures
- Support the overall HR function of the Trust and maintaining documentation (in areas such as recruitment, training, performance management)
- Co-ordination of new starter process across the sites ensuring the completion and distribution of all new starter paperwork, inputting new starter details onto the HR/Payroll system
- Managing the probation period process to ensure appropriate follow-up protocols are observed
- Ensuring that the leaver process is managed effectively
- Maintaining amendments, e.g. bank account details, addresses etc.in HR and payroll systems
- Supporting any redundancy process
- Act as the first point of contact for all internal HR related queries, using initiative and problem solving skills to resolve to a high standard and in a timely manner.
- Prepare letters for any formal or contractual employee changes as required from time to time.
- Contribute to HR improvement activities particularly around HR records, data, procedures and other administration.

### **Payroll**

Payroll administration, including collating payroll data, issuing payroll cut-off information to each site, data-entry of information onto payroll entry forms and submission of final payment details to the Trust external payroll providers, in-line with agreed cut-off dates.

- ensuring the payroll is processed in accordance with company processes and controls and 100% accuracy
- Administration of employees' benefits and pension plans incorporating TPS and LGPS including statutory documentation and pension returns
- Be the main point of contact for all payroll and benefits queries Collating all return to work paperwork
- Liaising with Government bodies
- Producing end of year payroll documents, returns and reconciliations

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- Carrying out administrative tasks including producing monthly payroll journals for each site
- Ensuring that monthly pay queries are dealt with efficiently
- Keeping up to date with new payroll legislation and compliance, and ensure changes are managed in the systems.
- Identifying areas where improvements can be made and put forward suitable recommendations towards changing the payroll procedures.
- Produce regular reports to a high standard of accuracy and presentation, when required.
- Support and provide general administrative support to the broader team as required.

### **Person Requirements**

- Previous HR and Payroll experience essential (under the UK legal and tax framework), ideally but not essentially within the education sector
- Attention to detail and high standard of accuracy, numeracy and literacy are all essential.
- IT literate with a good level MS Office skills (Excel, Word) are essential.
- Good organisational skills and the ability to prioritise conflicting tasks are essential.
- Good communication and interpersonal skills with the ability to communicate and present information to a high standard.
- Strong team player, comfortable working as part of a team as well as being self-motivated to work on own.
- Enthusiastic, energetic and shows initiative but able to focus on the work in hand and execute to a high standard.
- Actively seeking to enhance expertise and knowledge through a process of self-development
- High regard for confidentiality Problem solving and troubleshooting skills
- A commitment to equal opportunities in the workforce

Required experience: Payroll: 3 years

### **Working Environment**

The post is based within the school buildings.

The above constitutes a "job description" only and is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment after consultation with the post-holder.

Signed: ..... Date:.....

Postholder

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Line Manager

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FPTA Academies Trust HR Manager