

# Beyond

SCHOOLS TRUST

## PAYROLL & ADMIN ASSISTANT

Advert, Job Description and Person Specification



**FORT PITT**  
GRAMMAR SCHOOL



THE  
**THOMAS  
AVELING**  
SCHOOL



THE  
**ROBERT  
NAPIER**  
SCHOOL



**PHOENIX**  
PRIMARY SCHOOL



**BALFOUR**  
JUNIOR SCHOOL

# PAYROLL & ADMIN ASSISTANT

**Salary Scale:** Beyond Schools Trust Scale point 4-11  
Currently £18933(FTE) per annum - £21748(FTE) per annum, pro rata this equates to £12793 - £14695 per annum

**Contract Type:** Part time 25 hours per week - all year round

**Location:** Central Trust Office, Fort Pitt Grammar School

**Reporting to:** Payroll & HR Administrator

The Beyond Schools Trust is a multi-academy trust based in Medway, which presently consists of three secondary schools and one primary and one junior school and is currently recruiting for a permanent part time Payroll & Admin Assistant to support the growing demands of the central Finance function. We are a growing, multi-academy trust within the educational sector with approximately 500 employees across the five sites.

We are looking for a proactive, analytical individual, ideally with a minimum of one years' experience working in a Payroll/Administrative environment. They must be IT literate with a good level of MS Office skills (Excel and Word are essential). They should pay strong attention to detail and pride themselves on their organisational skills with the commitment to meet deadlines. A good candidate will also possess strong communication skills along with a good level of customer service. This is a great opportunity for an individual looking to develop their career with a role that offers real ownership whilst remaining in a collaborative environment.

Please visit [www.beyondschoools.co.uk](http://www.beyondschoools.co.uk) for a full job description and an application form.

**Closing Date for applications: 12.00pm on Friday 3rd December 2021**

Letters of application, together with a completed application form (available on the Beyond Schools website) giving full details of qualifications and experience to date should be sent to: Mr S Rayner, Trust Finance Director, The Fort Pitt Grammar School, Fort Pitt Hill, Chatham, Kent ME4 6TJ or e-mailed to [hrpayroll@beyondschoools.co.uk](mailto:hrpayroll@beyondschoools.co.uk)

Short-listed candidates only will be contacted for interview, which will take place on **Tuesday 7<sup>th</sup> December 2021**.

**The Beyond Schools Trust is an Equal Opportunities Employer – committed to safeguarding and promoting the welfare of all staff and students – any offer of appointment will be subject to satisfactory references and an enhanced DBS check will be required for all successful applicants.**

|                       |   |
|-----------------------|---|
| <b>JOB TITLE:</b>     | <b>PAYROLL &amp; ADMIN ASSISTANT</b>                  |
| <b>SALARY SCALE:</b>  | <b>Trust Pay Scale Point 4 – 11</b>                   |
| <b>CONTRACT TYPE:</b> | <b>25 hours per week, all year round</b>              |
| <b>LOCATION:</b>      | <b>Central Trust Office, Fort Pitt Grammar School</b> |
| <b>REPORTS TO:</b>    | <b>Payroll &amp; HR Administrator</b>                 |
| <b>SUPERVISES:</b>    | <b>No Supervisory Responsibilities</b>                |

**JOB PURPOSE:**

The post holder will undertake responsibilities as a member of the Central Trust Team to provide efficient and effective support to meet the Trust's core financial responsibilities. This role will be to provide direct support for the payroll and pension functions ensuring that they are processed & administered in an accurate and timely manner.

**PRINCIPAL RESPONSIBILITIES/DUTIES**

Payroll Processing

- Maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Co-ordinate all new starter processes across the Trust, ensuring the completion and receipt of all new starter paperwork for payroll purposes
- Assist in preparing the monthly payroll data for submission to our external payroll provider in accordance with the Trusts procedures and statutory requirements. To include starters, leavers, contractual changes, sickness and overtime.
- Responsible for updating and managing staff establishment lists
- Assist in the production and reconciliation of monthly payroll journals
- Liaise with staff and provide guidance in regards to sickness, maternity, adoption shared parental leave and paternity rights.
- Liaise with staff and our external payroll provide with the management of online payslips, P45's. P11d's.
- Provide third party payment information on a monthly basis to external providers and finance team.

HR & Pensions Administration

- Prepare contracts and contract variation letters

- Manage and monitor the probation period process for all staff across the Trust
- Support the administration of the annual pay review
- Complete online monthly returns for the Local Government Pension Scheme (LGPS) to include starters, leavers and changes.
- Assist in the reconciliation of the LGPS monthly and year end returns
- Ensure that the monthly Teacher Pension returns are uploaded to the portal in a timely manner.

#### Other Duties

- Contribute to the Trust's culture and development by:
  - Ensuring that you fulfil your professional responsibilities in relation to financial matters and are carrying out duties effectively.
  - Attend any meetings when requested.
- Share good financial practice across the Trust and within the Schools
- Take responsibility for your own well-being.
- Participate in appropriate induction programmes to support new staff into the finance team and provide support for those members of staff who are new to a Trust environment.
- Take responsibility for your own career choices and actively seek CPD opportunities.
- Participate in the appraisal process and the achievement of targets set which will be robust and measurable and request adequate support to achieve these targets if this is appropriate.
- Assist all members of the finance and payroll team with any additional administrative tasks as may be required

#### **Generic Duties relevant to all members of staff**

##### **1.1 The Trust**

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

As a member of the Trust your role will be based at the Trust central office. However you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

## 1.2 Teaching and Learning

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

## 1.3 ICT

All staff will be expected to utilise ICT and to improve communication and reduce paper use where possible. Security procedures must be followed when using ICT systems and particular care and attention should be taken with any communications that may result in a breach of GDPR.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

## 1.4 Health and Safety

Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

## 1.5 Safeguarding

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations put in place. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures as set out by Beyond Schools Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead at the site where you are located.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Finance Director. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

### Person Specification

### Payroll & Admin Assistant

| Requirement  | Essential or Desirable? |
|--|-------------------------|
| <b>General Requirements</b>  |                         |
| Good general education (Minimum of GSCS grade C/4 including Maths & English) | Essential               |
| Good ICT skills  | Essential               |
| Able to work well within a team  | Essential               |
| Able to work under pressure  | Essential               |
| Good organisational skills   | Essential               |
| Able to work accurately and with attention to detail                         | Essential               |
| Ability to work on own initiative  | Essential               |
| Good communication skills, both written and oral                             | Essential               |
| Willing to develop personal skills through training                          | Essential               |
| Flexible and adaptable   | Essential               |
| <b>Post Specific Requirements</b>  |                         |
| Good understanding/confident in the use of MS Excel / Word and Outlook       | Essential               |
| Knowledge/experience of working within an Educational environment            | Desirable               |
| Good understanding of ITsoftware packages                                    | Desirable               |
| HR/Payroll qualification   | Desirable               |
| Previous experience of payroll processing                                    | Desirable               |
| General understanding of PAYE / NIC and other HMRC payments                  | Desirable               |