



**ATHENA**  
LEARNING TRUST

# Deputy Payroll Manager

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Applicant Pack

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**Closing date:**

8th January 2025

**Interview date:**

15th January 2025

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## Join Athena - Inspiring World-Class Education Together!

At Athena, we are a passionate and forward-looking educational organisation committed to providing world-class education and helping individuals **lead great lives**. Our core values of "**dream big, take responsibility, and be kind**" guide our mission to create a supportive and inclusive learning environment where everyone can excel and grow.

<b>Job Title:</b>	Deputy Payroll Manager
<b>School Base:</b>	Shared Service Office
<b>Closing Date:</b>	08/01/2025
<b>Interview Date:</b>	15/01/2025
<b>Vacancy Start Date:</b>	As soon as possible
<b>Contract Type:</b>	Permanent
<b>Salary:</b>	£28,640 - £32,620





## Being an Athenian

At Athena, we believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community, where students, educators, and parents collaborate to achieve academic excellence and personal growth. Our commitment to "**dream big, take responsibility, and be kind**" underpins everything we do, inspiring our students to aim high, take ownership of their learning, and treat each other with respect and compassion.

We are inspired by wisdom, creativity and learning. Determined to create a world where all children get to go to great schools, our mission is to provide the knowledge and education to bring opportunities, choices and freedom.

If you want to be part of an inspirational team of big thinkers who will support you to develop your full potential and value your knowledge, passion, wellbeing and commitment, it sounds like you could be on your way to joining us and becoming an Athenian.



# What makes Athena different

## Our Commitment to you

We recognise that all of our people have a role to play in ensuring our students have access to world-class education and so each one is valued. We are committed to creating an inclusive and supportive work environment that promotes both personal and professional growth. We put staff wellbeing first and here are some of the benefits and perks you can enjoy as a member of our team:

**Impact:** positive outcomes for our students

**Leaders:** we see everyone as a school leader

**Wellbeing:** ensuring your time off is for you

**Generous pension:** the local government pension scheme

**Employee Wellbeing Initiatives:** support your physical, mental, and emotional health

**Benefits:** Enjoy access to various discounts, benefits, and rewards to enhance your lifestyle.

*Join us on this journey to inspire greatness in ourselves and others. Together, we can create a brighter future and make a lasting difference in the lives of our students and the communities we serve.*

## People

passionate about making a difference in the lives of each other and our students

## Development

investing in our employee's growth and development

## No burn out

cut low-impact workload and champion staff wellbeing

## Support

valuing our employee time and impact by investing it well and providing wrap around support

## Flexibility

flexible working to promote work-life balance where possible





## Role Summary

Reporting to the Payroll Manager, you will play a crucial role in ensuring the accurate and timely processing of payroll for our employees. You will be a detail-oriented individual with a strong understanding of payroll legislation and a passion for ensuring compliance.



# What you will be doing

## Build Knowledge

- Stay abreast of changes in payroll legislation, industry best practices, and technological advancements.
- Proactively seek opportunities to enhance payroll knowledge and skills through training, research, and collaboration.
- Share knowledge and expertise with colleagues, contributing to a culture of continuous learning within the payroll team.
- Assist in the development and implementation of new payroll processes and procedures, including pension management and audit reporting.

## Build Trust

- Maintain confidentiality and integrity in all payroll-related matters.
- Communicate effectively with employees, management, and external parties, ensuring clear and accurate information.
- Foster a positive and collaborative working relationship with the Payroll Manager and the wider finance team.

## Prioritisation

- Assist the Payroll Manager in overseeing all aspects of payroll processing, ensuring timely and accurate payment of salaries, wages, bonuses, deductions, and taxes.
- Support the operational delivery of our payroll functions and provide effective line management to our people and payroll administrators to foster excellence in our service.
- Effectively manage workload and prioritise tasks to meet deadlines and ensure smooth payroll operations.
- Support the Payroll Manager in identifying and implementing process improvements to enhance efficiency.

## Clarity and Energy

- Approach work with enthusiasm and a positive attitude, contributing to a vibrant and productive team environment.
- Maintain accurate employee records within the payroll system, ensuring data integrity and clarity.
- Assist in the preparation of comprehensive payroll reports for management review, presenting information in a clear and concise manner.

## Follow Up

- Ensure timely resolution of payroll discrepancies and employee inquiries.
- Follow up on outstanding payroll-related matters, ensuring completion and accuracy.
- Support the Payroll Manager in conducting regular audits and reviews of payroll processes to maintain compliance and efficiency.





## How you will be doing it

### **Dream Big**

- Deliver value opportunities for world class education for all students

### **Take Responsibility**

- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- Ensure Health and Safety and Safeguarding are at the centre of your approach.
- Take accountability for your own development and aspire to deliver the very best practice across all areas of your role.
- To attend staff meetings and school-based CPD days as required.

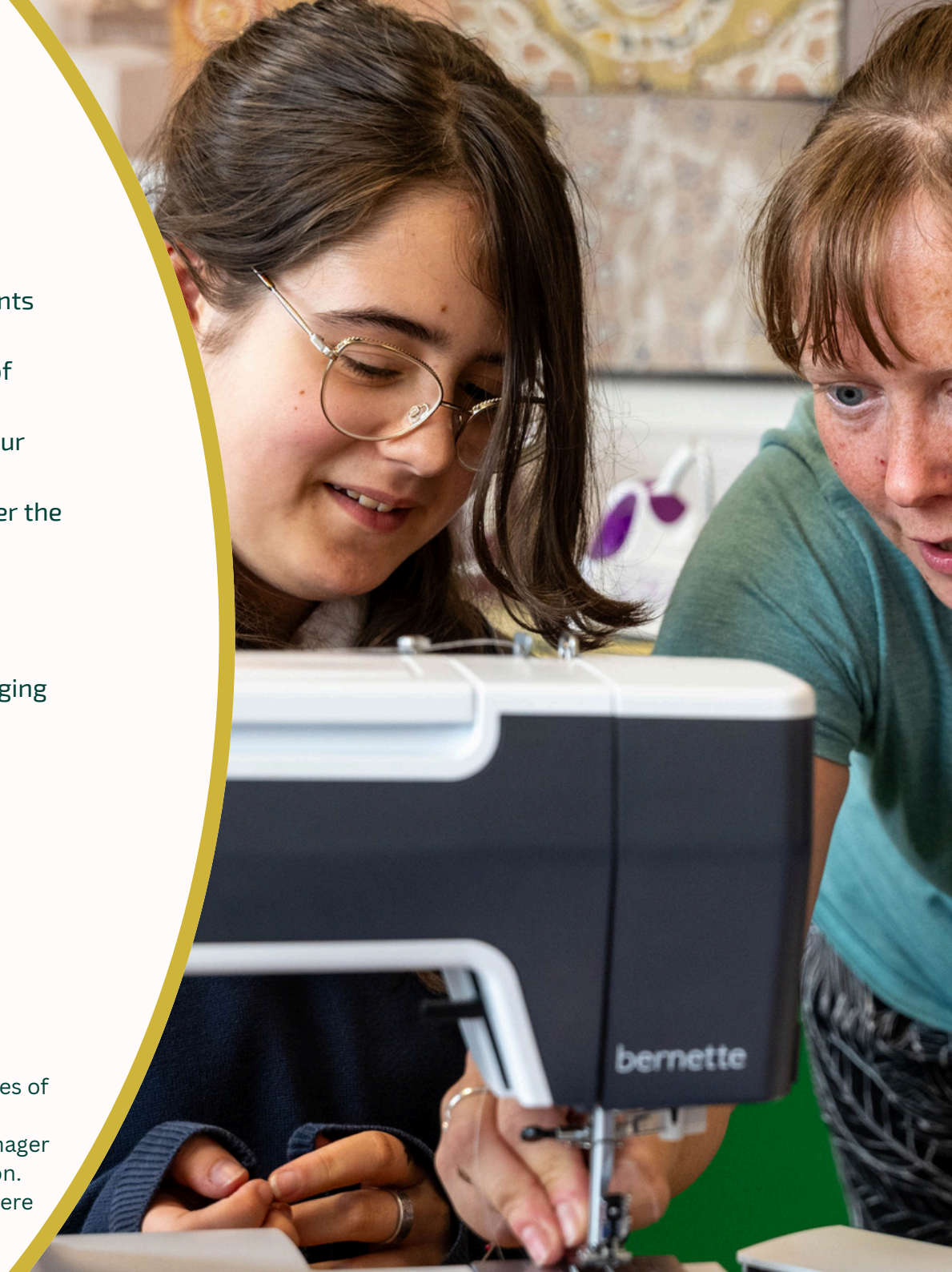
### **Be Kind**

- To encourage acceptance and inclusion of all students.
- Support positive strategies for promoting equality and for challenging racial and other prejudice.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

You could reasonably be asked to work out of our partner sites to support where required.







## Qualifications

- Proven experience as a Payroll Specialist or similar role, with experience in line management.
- Comprehensive knowledge of payroll legislation, including tax laws, national insurance contributions, and statutory payments.

## Experience

- Strong understanding of payroll systems and processes.
- Proficient in using Microsoft Office Suite, particularly Excel.
- Excellent numeracy and analytical skills with a keen eye for detail.
- Strong organisational and time management skills with the ability to prioritise tasks effectively.
- Excellent communication and interpersonal skills, with the ability to build strong working relationships.

### *Desirable*

- Experience with payroll software, such as Edupay, BPS, or other similar, is highly desirable.
- Proficient use of Google suite, particularly google sheets and data insight.
- Previous knowledge and understanding of pension management.

## How to Apply

If you are passionate about our values and dedicated to making a meaningful impact on education, we invite you to apply. **Please complete the application form on My New Term** and tell us about how you connect with our values of "**dream big, take responsibility, and be kind**" and what you feel you can contribute to our team and our goal to deliver world class education.

Athena Learning Trust is committed to **safeguarding** and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced DBS clearance and appropriate pre-employment checks.

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are advised.

## Apply now

and experience the difference in a rewarding and meaningful career in education.