



Girls' Learning Trust
www.girlslearningtrust.org

Recruitment Pack

PAYROLL AND FINANCE ADMINISTRATOR

Shared Professional Services
March 2025



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WELCOME FROM THE CFO

Dear Candidate

Thank you for your interest in the post of Payroll and Finance Administrator for the Girls' Learning Trust.

The Girls' Learning Trust (GLT) was formed in September 2015 and consists of three successful and high-performing girls' schools: Nonsuch High School for Girls, Wallington High School for Girls and Carshalton High School for Girls. All three schools are located in the London Borough of Sutton. As the largest all-girls multi academy trust in the UK, we have over 4,500 students aged 11-18 and almost 500 staff. We have a financial turnover in excess of £30m and operate over three large sites. Our aim is to empower girls and young women by delivering a first-class education and providing an inspirational start to their futures.

Staff are our most valued asset, and we aim to support them both in their current roles and to develop them for their future careers. Working alongside the teaching staff, we have a skilled support staff team who perform vital roles within each school and across the trust. Continued professional development plays an important role in ensuring that the quality of education is very high in our schools. There are lots of opportunities for cross-trust professional development, with staff from all three schools working collaboratively on projects in many areas and we have a GLT professional development conference each year for all our staff.

As the newly appointed Chief Financial Officer, I am excited to have joined the Trust at a pivotal time. My role has been newly created to drive strategic financial developments, income growth, and operational efficiencies across the organisation. To achieve this, I am focused on strengthening our financial and operational capabilities by building a skilled and dedicated team that will support our schools and staff effectively.

This is a fantastic opportunity to join our Trust in a developing role, supporting both the HR and finance teams as we enhance our payroll and financial operations. As we continue to improve our services and strengthen our commitment to delivering high-quality support for our stakeholders, this role offers significant scope for impact. If you are enthusiastic about growing and developing with us, we look forward to receiving your application.

Kind regards



Lucie Funnell
Chief Financial Officer



OUR TRUST

What is a Multi Academy Trust?

Multi-Academy Trusts (MATs) are where more than two schools have joined to form one organisation, governed by one Trust board. Our MAT is both a registered (exempt) charity and a company limited by guarantee, and since we operate within the state sector, we are regulated by the Education and Skills Funding Agency (ESFA). We receive our funding direct from the government on per pupil basis, and we also generate some income through various additional activities (including targeted capital funding bids, and out of hours lettings), which we invest directly into our educational activities.

What makes Multi Academy Trusts different?

The original academies programme started in 2010 and was intended initially to provide an alternative governance model for schools. Since this process started, many schools have now identified the significant benefits associated with forming partnerships with other schools – enabling cost savings across central services, alongside the ability to invest in strategic roles supporting schools to become more effective. By ‘clubbing together’, our three schools have access to resources and support that individually they would not be able to afford, and ultimately, we are able to collaborate to provide better outcomes for our pupils.

What is the history of the Girls’ Learning Trust?

In 2015, Nonsuch High School for Girls formed a multi-academy trust with Wallington High School for Girls, the Nonsuch & Wallington Education Trust. In 2018, the company became the Girls’ Learning Trust (GLT) and later that year Carshalton High School for Girls joined.

Our schools share many characteristics and are held in high regard by the local community. They are high performing and deliver a broad, balanced and challenging curriculum setting high expectations. Students benefit from being taught by well-qualified, dedicated and committed staff who are experts in girls’ education. The Trust benefits from the expertise within an executive support staff team that provides shared services for schools, including Finance, Estates, IT, Procurement, Capital Development Projects, HR, Governance, Audit and Risk.

This core team of professionals ensure consistent methods of operation, strong quality assurance and best value across the Trust.

Relationships in the Trust, between staff and students or between colleagues, are built on mutual trust and respect. These relationships drive school improvement and contribute to the wellbeing of everyone. Visitors often comment on the high levels of motivation and positive behaviour of the students, the commitment and professionalism of the staff and the well-equipped school buildings. Strong academic performance is complemented by highly effective pastoral care. We believe in offering a broad experience that goes well beyond the academic, and girls are encouraged to develop their confidence, independence and resilience across a wide range of enrichment and extra-curricular activities.

What makes the Girls' Learning Trust special?

While we work across the Trust to support school performance and ensure value for public money, we believe in allowing our schools autonomy in developing approaches to pedagogy and the curriculum that will deliver the very best outcomes for their students. Nevertheless, our shared values and the many opportunities we have for collaboration across our schools mean that we learn lots from each other and that we remain outward-focussed.

What is it like working at the Girls' Learning Trust?

All of our staff are located at offices in one of our schools, ensuring our shared services gain an understanding of the challenges and opportunities that face our pupils, teachers and school leaders. The environment is fun, fast paced and collegiate. Colleagues join us from all different walks of life and for a host of different reasons. But the one thing that we all share is a passion for education and a desire to make sure young people get the best education possible.

There are some common features to working in any role at the GLT:

- A passionate and dedicated staff team who believe in the transformative power of education and take pride in the positive impact their roles have both inside and outside of the classroom.
- A team of problem solvers who constantly figure out ways to help pupils achieve better outcomes, tackling challenges both big and small together.
- A fun and empathetic environment: staff who support and take care of each other, bringing a sense of humour to the workplace.
- A commitment to professional development: we are proud of our culture of promoting GLT staff within and across our trust and have an excellent record of developing outstanding staff and preparing them for senior leadership.
- A commitment to safeguarding and wellbeing: we operate a rigorous recruitment procedure that includes DBS, medical screening and confirmation of qualifications. And we are committed to ensuring this remains our top priority.



OUR SCHOOLS

All three schools in the Trust share many common characteristics and are held in high regard in the local community. They are high performing, deliver a broad, balanced, and challenging curriculum, and set high expectations. Students across the Trust benefit from being taught by highly qualified, dedicated and committed staff who share their passion and knowledge of their subject.

More information on the schools in our Trust can be found here:



Carshalton High School for Girls

Headteacher: Mr. Peter Baumann-Winn

Students: Approximately 1,450 students

Address: West Street, Carshalton SM5 2QX

Website: www.chsg.org.uk



Nonsuch High School for Girls

Headteacher: Mrs Alexis Williamson-Jones

Students: Approximately 1,550 students

Address: Ewell Road, Cheam SM3 8AB

Website: www.nonsuchschool.org



Wallington High School for Girls

Headteacher: Ms. Tracey O'Brien

Students: Approximately 1,550 students

Address: Woodcote Road, Wallington SM6 0PH

Website: www.wallingtongirls.org.uk



OUR SHARED PROFESSIONAL SERVICES

There are significant benefits associated with being part of a multi academy trust, giving us the ability to invest in strategic roles supporting schools to become more effective as well as enabling savings across our support services. By 'clubbing together', our three schools have access to resources and support that individually they would not be able to afford, and ultimately, we are able to collaborate to provide better outcomes for our students.

We purposely use the term 'shared' not 'central' services because all these roles are embedded across our schools and play an active and positive role in school life.

Finance

We are entrusted with ensuring the long-term financial sustainability of the Trust, working closely with each school to support and guide their budgeting processes. Our team manages all financial operations, from processing transactions to delivering comprehensive financial reporting for each school. With a strong focus on strategic financial planning and operational efficiency, we aim to empower schools to make informed decisions that align with their goals, while maintaining transparency and accountability across the Trust.

Infrastructure

Estates and Facilities

We lead a team of school-based premises staff at each site, making sure our buildings and facilities are fit for purpose for students and staff. We also manage all capital development and large refurbishment projects, working with experts to secure external funding where possible.

Information Technology

We lead a team of school-based IT staff at each site, managing the digital infrastructure that supports high-quality teaching and learning in the classroom, as well as key systems for staff.

People

We work across the Trust and take responsibility for managing and coordinating all HR functions, implementing policies, and ensuring best practice. As well as advising and supporting Headteachers and the wider Executive Leadership Team with the selection,

recruitment, development and management of all staff, we are responsible for ensuring an inclusive and kind working environment.

Governance

We lead the team who support all governance processes across the Trust, including providing servicing for all Trust Board, subcommittee and Local Governing Body meetings. We also ensure all the recruitment, selection, induction and training of Members, Trustees and LGB members is in line with best governance practice.

Contract Management

We also take the lead in managing a number of Trust-wide external contracts, including the provision of catering, cleaning and other core services across all three sites.

OUR STRATEGY & FUTURE PLANS

At the start of the 2024/25 academic year we moved to a new Executive Leadership Team model within the Trust, including a new Chief Executive Officer (and Accounting Officer). Working with Trustees, LGB members, staff and students we are going to take this opportunity to review our current strategy and operating model and consider our medium-term approach to growth. We will ask ourselves what more we can do to leverage the power that our collaboration as an all-girls' education trust can provide.

Our Vision

Our vision is to be champions of excellence in girls' education, empowering young women to realise their full potential and shape the world.

Our Mission

We are committed to offering an outstanding education that promotes wellbeing and personal development for everyone in our schools, enriched by the opportunities that arise from being part of an girls' education trust.

We believe education should be about:

- Encouraging risk-taking and developing reflective approaches to teaching and learning.
- Championing equality and inclusion and challenging social and economic disadvantage.
- Building supportive and collaborative networks whilst allowing schools the autonomy to develop in ways that are best for their students.
- Offering broad and rich experiences that go well beyond the academic and lead to satisfying and rewarding career paths.
- Fostering a sense of pride in diversity.

Trust Development and Growth

Since 2015 we have been through two discreet phases of development as a Trust. As we continue to emerge from the impact of the pandemic we are now moving into a period of growth – which creates an exciting environment for new staff joining us.

Phase: Development (2015 – 2018)

Academies join the Trust

Emergence of central services in Finance, IT, HR and Estates

Development of cross-Trust initiatives

Phase: Consolidation and Building Capacity (2019 – 2023)

Consolidation of shared services and of collaboration across schools

Rise in student population numbers

Post-Covid 19 recovery strategy

Phase: Growth (2024 – 2028)

New CEO appointed

Explore opportunities for external partnerships

Increase income generation capacity

Strategic approach to succession planning

Prepare for declining secondary-stage population

Shared Strategic Priorities

As a Trust, over the past four years we have focussed on the following shared priorities for all our schools and shared services. These will be reviewed in line with development of our new strategy mentioned above:

1. Promoting wellbeing and personal development for all
2. Excellent staff development for high quality teaching and learning
3. High-quality careers education and advice
4. Extensive enriched curriculum opportunities
5. Welcoming, and robustly supporting, disadvantaged students
6. Strength in equality, diversity and inclusion
7. Sustainability, efficiency and value for money
8. Effective governance
9. Championing collaboration across and outside our Trust
10. Recruiting and retaining the very best staff
11. Innovative and effective IT support and infrastructure
12. Well-maintained and managed facilities that support the aims of the schools and the Trust





THE OPPORTUNITY

This is a fantastic opportunity for an organised, detail-oriented, and proactive individual to play a key role in delivering a high-quality payroll and finance service across the Trust within a growing role. As Payroll and Finance Administrator, you will be the main point of contact for our outsourced payroll provider, ensuring payroll is processed smoothly and accurately each month. Working closely with the central HR and Finance teams, you will provide advice and guidance to internal stakeholders, maintaining a customer-focused and solutions-driven approach to resolving payroll queries.

In this role, you will take responsibility for all aspects of payroll administration, including processing starters, leavers, and salary changes, handling statutory reporting, and supporting staff benefits. Beyond day-to-day tasks, you will actively seek opportunities to improve payroll and finance systems, using technology to streamline processes and enhance efficiency. You will also manage staff expenses and contribute to financial operations by assisting with supplier setup, bursary administration, and maintaining financial records.

The Girls Learning Trust is committed to supporting your development and will fully fund relevant payroll training, with study time provided to help you succeed.

This is an exciting opportunity for someone who thrives in a fast-paced environment and enjoys working collaboratively to support staff across the organisation. If you are looking to build your career in payroll, have strong attention to detail, excellent organisational skills, confidence in using technology, and a proactive approach to system improvements, we look forward to receiving your application.

JOB DESCRIPTION

Job Title	Payroll and Finance Administrator
Reporting To	Chief Financial Officer
Salary Scale	GLT Range 4 (£30,873 - £32,730)
Working Hours	36 hours
Working Weeks	52 weeks
Employer Pension Contribution	LGPS
Other Benefits	Training and development
Working Location	Working between Trust Schools and remotely by agreement, all Shared Services staff are based at Nonsuch High School for Girls on Tuesdays and Thursdays

1. Purpose of the Post

To be the main point of contact with the Trust's payroll provider and to work alongside the central HR and finance teams to provide a high standard payroll service and drive system and process improvements. To provide advice and guidance to internal stakeholders and external agencies on all aspects of the payroll function. Supporting the finance team with system and other administration.

2. Key Responsibilities

Monthly Payroll Processing

- Responsible for all aspects of monthly payroll administration ensuring the accurate and timely submission of data to the outsourced payroll provider
- Accurately inputting starter/leaver/change details and overtime onto the portal
- Calculation of salaries in line with Trust processes
- Checking pay schedules for staff on maternity leave
- Ensuring that annual pay increases are processed correctly
- Overseeing monthly BACS payments in relation to payroll
- Maintaining accurate payroll records in accordance with statutory requirements
- Delivering a customer focused service to stakeholders
- Being the main point of contact for staff with queries on their pay and providing professional and timely resolutions to those affected, referring complex cases to the Chief People Officer or Chief Financial Officer
- Managing the payroll inbox and responding to queries/actioning requests as required
- Overseeing staff benefit schemes – childcare vouchers, cycle scheme, Specsavers etc.

Staff Expenses

- Timely processing of staff expense claim forms as required

Management and Statutory Financial Reporting

- Ensuring accurate and timely reporting to HMRC and pension providers and liaison with all as required
- Reporting to the Office of National Statistics (ONS) as required
- Providing all necessary payroll information for the annual audit
- Preparation of annual payroll budget, monthly payroll reconciliations and regular provision of updated forecast information

Finance Administration

- Setting up new suppliers on the purchase ledger
- Amending existing supplier details on the purchase ledger
- Working with the HR team to determine contractor status
- Support the development and maintenance of contract registers as required
- Setting up new nominal codes and cost centres
- Bursary administration
- Free school meal administration

3. General Duties

- Familiarise yourself with, and comply with, Trust policies and procedures, with particular attention to health and safety, safeguarding, prevent, risk management, equality and diversity, and data protection.
- Attend training as necessary and update your own CPD (continuous professional development) and record and complete within timescales all mandatory training courses.
- Work as part of a wider team, undertaking any other reasonable duties appropriate for the role that may be required by the organisation.

PERSON SPECIFICATION

E: essential; D: desirable; A: assessed via application; I: assessed at interview

Education, Training & Qualifications		
GCSE Maths and English at grade A*-C (or equivalent)	E	A
CIPP Payroll Technician at Level 3 qualification or desire to work towards qualification with support	E	A
Experience & Knowledge		
Experience of working in a payroll or finance administrative role	E	A
Experience of handling competing demands and meeting targets	E	A/I
Knowledge of HMRC regulations including statutory payments, PAYE and RTI	D	A
Experience of administering pension schemes including Teachers' Pensions and Local Government Pension Scheme	D	A
Payroll systems knowledge	D	A/I
Experience of payroll within an education environment	D	A
Knowledge of national and local conditions of service as well as employment law and case law	D	A
Skills & Attributes		
Meticulous attention to detail and excellent accuracy skills	E	I
Excellent IT skills and the ability to use all MS Office programs	E	A/I
Advanced Microsoft Excel skills	E	A/I
Ability to collate and present data effectively	E	I
Ability to identify and drive system improvements through the use of technology	E	A/I
Outstanding interpersonal skills including listening and communication	E	I
Excellent organisational skills and ability to manage conflicting deadlines	E	I
Reliable and trustworthy, able to always maintain strict confidentiality	E	I
Commitment to safeguarding and promoting the welfare of children	E	I
Values & Personal Style		
Proactive and approachable	E	I
A committed, enthusiastic and flexible approach to working	E	I
Passionate about continuous improvement and change	E	I
Willingness to contribute new innovative ideas	E	I

Being available to staff will involve travel between Trust schools, being in possession of a full UK driving licence is therefore a prerequisite

APPLICATION PROCESS

Safeguarding

The Girls' Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

As well as verification of identity, we ask all employees to undertake an enhanced DBS disclosure. In line with Keeping Children Safe in Education (KCSIE) guidance, we may also conduct an online search about any shortlisted candidates as part of our due diligence to identify any matters that might relate directly to our legal duty to meet safeguarding duties

Data Protection

As part of our recruitment process, Girls' Learning Trust collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. For further information about this and to read our Data Protection and Freedom of Information Policy, please visit: www.girlslearningtrust.org/our-governance/policies

Application Process

We welcome applications from all suitably qualified people and aim to employ a culturally diverse workforce, which reflects the nature of our communities.

To apply, please complete the application form (update both links) [via our website](#) or our careers page on [My New Term](#). The application includes a personal statement which should clearly demonstrate how you meet the requirements set out in the Person Specification.

Closing Date

Applications must be received by no later than 8am on Wednesday 16th April 2025

Interviews

First Stage (MS Teams Interview): Wednesday 23rd April

Second Stage (In person Interview): week commencing Monday 28th April, Nonsuch High School for Girls

Notification and Feedback

Candidates who have taken part in interviews will be notified as soon as possible. Constructive feedback will be provided for all candidates invited to interview.

Additional Information

If you would like further information, we would encourage an informal telephone call with Lucie Funnell, Chief Financial Officer (lfunnell@girlslearningtrust.org) to discuss the role and the immediate priorities of the post. This would not form any part of the selection process.



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