

Job Description: Human Resources & Payroll Coordinator

Responsible to:	HR Business Partners
Job Type:	Fixed Term – 6 Months
Grade:	8
Hours per week:	7.5
Working weeks:	40
Location	¹ Cambrian Learning Trust

Working closely with the HRBPs and Payroll Manager, the key purpose of this role is to facilitate and drive key Human Resources project workstreams ensuring the best outcomes for the schools and the Trust.

The role will involve activities such as implementing, reviewing and analysing processes, making recommendations, risk mitigation and stakeholder engagement.

Occasional travel to Trust schools will be required.

Main Responsibilities:

Trust wide HR and Payroll projects

The HR Coordinator will be responsible for Trust wide initiatives and projects which both promote CLT's offering to employees and support the aims of the Trust.

Duties will include:

- Developing and managing a project schedule and work plan to track progress
- Providing project updates on a consistent basis to key stakeholders
- Monitoring progress and making adjustments as necessary
- Creating and maintaining comprehensive project documentation and providing weekly/monthly updates
- Reporting and escalating issues where appropriate to the HR Director
- Developing and managing clear payroll processes, schedules and documentation with HR and Payroll colleagues
- With the payroll manager ensure timely and accurate payments.
- Understanding of Terms and Conditions and ensure that they are complied with.
- Ensure all Payroll processes are documented and adhered to, train and support schools.
- Support payroll process as required at deadline
- Be part of a team providing timely responses to queries from Payroll

Key projects include, but will not be limited to:

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- Supporting the HR Director, Payroll Manager and HR Business Partners with workstreams from the Payroll System and implementation of processes for the Trust merger.
- Supporting the HR Director and HR Business Partners with workstreams from the Recruitment, Development and Retention Strategy as applicable.

GENERAL RESPONSIBILITIES

- Keeping up to date with legislation and guidance from the CIPD, central government, Information Commissioner's Office and other relevant matters, and advise HR Trust colleagues of any material changes and any actions required
- Being aware of and complying with policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to the HR Director.
- Ensuring compliance with the Trust's Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity.
- Undertaking such other duties as reasonably correspond to the general character of the post and commensurate with being a member of the Trust Central Team
- Whilst every effort had 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.

This job description is illustrative and may be amended in discussion between the post holder and their manager.

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Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.

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Qualifications and Experience

Knowledge, Skills and Attributes	Essential/Desirable
<ul style="list-style-type: none"> Up to date knowledge of employment law and best practice HR policy and practice 	E
<ul style="list-style-type: none"> Hands-on experience with HRIS Edupay and MyNewTerm 	E
<ul style="list-style-type: none"> The ability to build effective relationships across organisations; utilising influencing skills to enable change. 	E
<ul style="list-style-type: none"> An understanding of the current educational environment. 	E
<ul style="list-style-type: none"> Flexible, adaptable and an agent for change. 	E
<ul style="list-style-type: none"> Demonstrates sound judgement and is able to prioritise conflicting demands for a range of customers. 	E
<ul style="list-style-type: none"> Able to adapt communication skills to varied situations. 	E
<ul style="list-style-type: none"> CIPD level 3 foundation certificate in people practice 	D

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