



ABINGDON LEARNING TRUST

Central Team

Payroll & HR Administrator
RECRUITMENT PACK
December 2025



About

ABINGDON LEARNING TRUST

At Abingdon Learning Trust, our vision is to nurture curiosity, ambition, resilience, and courage. We support a deep-rooted compassion for others and our world, enabling choices and opportunities for a happy and successful life. This vision encompasses every child, pupil, student and member of staff.

Why Work for Us? At Abingdon Learning Trust, we believe that our people are our greatest asset. We are dedicated to creating an environment where every member of staff feels valued, supported, and inspired to achieve their best.

A People-Centric Culture. We are passionate about making a positive difference in the lives of children and young people. Our inclusive culture embraces equality and diversity, ensuring that everyone is treated with fairness, dignity and respect. You will be part of a community that values your unique contributions and supports your professional growth.

Empowered Local Leadership. We trust our local school governors and leaders to make the best decisions for their schools. This means you will have the autonomy to innovate and tailor your approach to meet the needs of your students and community. Each school within our Trust has its own unique ethos, yet we all share the same core values.

A Long-Term Vision. We are focused on preparing the next generation for the future. Our long-term view goes beyond immediate test and exam results, emphasising the development of skills and capabilities that will benefit our pupils throughout their lives. Join us in our mission to create a sustainable future with our net zero ambitions for 2035.

Investment in the Future. At Abingdon Learning Trust, we are committed to investing in our staff and our schools. You will be part of a forward-thinking organisation that values innovation and continuous improvement. Together, we can make a lasting impact on education and the wider community.

OUR VALUES

QUALITY to create an outstanding learning community, including strong leadership and governance

OPPORTUNITY to provide the best opportunities for all children to reach their full potential

COLLABORATION to support a shared commitment and dedication to learning

AMBITION for continual improvement and to strive for excellence in all we do

COMMUNITY to be an active participant in our community, leading and supporting initiatives for the benefit of all members of society

Further detail can be found on the *Abingdon Learning Trust website*.



JOB DETAILS

POST OF:	Payroll & HR Administrator
AT:	Abingdon Learning Trust, Central Office (Hendred Way, Abingdon, OX14 2AW)
COMMENCEMENT:	ASAP
CONTRACT TYPE:	Permanent part-time, 25-30 hours per week (52 weeks per year)
SALARY:	Support Staff Grade 6 or 7 (Depending on experience) Grade 6 FTE £25,584 - £28,163 (Actual £17,843 - £19,029) Grade 7 FTE £28,163 - £30,060 (Actual £19,029 - £20,310)



Introduction to ABINGDON LEARNING TRUST - CENTRAL TEAM

The role of the Trust's central team is to support schools with the operational functions of running a business, and it is based in a separate building on the Rush Common School site. We focus on:

- **Finance**
- **Human Resources**
- **Payroll**
- **ICT**
- **Marketing**
- **Estates and Facilities Management**
- **Contract Management**
- **Supporting schools to access grants and bids**

In addition, the central team runs the Catering Function across the Trust, this ensures that schools are provided with a high-quality service, a flexible team and allows for catering for external schools.

There are many reasons that make Abingdon Learning Trust a great employer. If you are thinking about working with us, have a look below:

- We offer a pension for all employees, with employer contributions, and new colleagues will have their continuous service recognised for the Teacher Pension Scheme and Local Government Pension Scheme, where relevant.
- There is a generous holiday entitlement, and for support staff the entitlement increases with length of service. You will also have access to:
- A cycle to work scheme (up to £1800)
- Employee support through SmartClinic (24/7 access)
- Enhanced sick pay arrangement
- We offer flexible and family friendly policies
- Our emergency and special leave policy allows staff to apply for paid time off to attend significant events
- All employees receive a thorough induction on commencement

We are recognised as a Disability Confident employer.

We have ambitious aims to support reaching a net zero position: Being Net Zero Carbon in our Scope 1 and 2 emissions by the end of one school 'generation' of pupils by 2035.



Job

DESCRIPTION

Working with the central services team, you will take responsibility for Payroll administration and elements of HR administration for the Trust, working proactively with the central team to ensure compliance with Trust policies and procedures. We understand that roles evolve over time, so this job description isn't an exhaustive list of tasks. This approach allows our team members to leverage their strengths and grow within their roles.

Payroll Administration:

- Respond to employee and school queries and requirements regarding payroll and give advice as necessary in a timely manner.
- Entering employee information and uploading onto the payroll system (currently Dataplan) to create, amend and close records
- Conducting thorough audits of monthly payroll reports to ensure they are accurate and complete, in accordance with payroll deadlines.
- Cross checking employee timesheets for accuracy
- Collecting, reviewing, inputting employee data and timesheets into the payroll system
- Ensure employee payments are checked in a timely manner
- Collate payroll related information and documents
- Support the preparation and submission of payroll reports for audit
- Produce annual statement of earnings for teaching staff within the central team
- Check calculations for overtime, term time adjustments and holiday pay
- Adhere to strict deadlines to ensure the completion of pay close down and work with schools to meet the deadlines
- Ensure new starters are given access instructions to the payslip portal and assist with any employee queries.
- Monthly scanning of payroll related documentation

Pensions:

- Ensure appropriate pay and conditions are applied including compliance with all pension scheme admin responsibilities for members
- Assist with staff pension queries
- Liaise with TPS, LGPS and Nest for current and previous employee queries
- Support with the checking of the annual pensions returns



HR Administration:

- Recruitment administration for the central team, utilising the applicant tracking system (currently My New Term) to ensure the recruitment cycle is completed
- Support with the processing of all new starters and leavers, including forwarding contracts of employment from HR system to internal school contacts
- Support with the preparation of paperwork associated with employment changes and variations to contracts.
- Ensure new starter checklists are completed by schools with periodical auditing of files
- Maintain the Single Central Record for Central Team and associated administration
- Creation of new starter packs for central team staff including executive staff
- Preparing and maintaining central team employee records
- Working with others, ensure that statutory and mandatory training regarding recruitment and induction is provided and recorded
- Ensure induction is complete for central team staff and periodically checked in Trust schools
- Monitor, record and report on probationary periods and action of processes for central team
- Gather, collate and report on recruitment, equal opportunities and retention
- Assistance in the preparation of absence statistics for the Trust, identifying areas of concern
- Ensure risk assessments for pregnant employees, returner from injury or long term illness and other assessments as required for the central team, and ensure they are in place across the Trust
- Ensure exit interviews are taking place in schools, compile reports on Trust leavers, reasons for leaving and destinations
- Undertake scheduling of interviews as required by the Trust Executive

Please read in conjunction with the full job description and person specification



Person SPECIFICATION

SPECIFICATION	ESSENTIAL	DESIRABLE
Education & Training	<ul style="list-style-type: none"> Educated to at least Level 5/C with strong literacy and numeracy skills, and hold a qualification at A level or equivalent 	<ul style="list-style-type: none"> Educated to degree standard Payroll or HR qualification
Experience	<ul style="list-style-type: none"> Relevant experience of working within Payroll Worked as part of a team Dealing diplomatically, tactfully and sensitively with colleagues in a busy environment Experience of working in a setting within which excellent communication is essential Experience of working with a Payroll and/or HR System Proven ability to meet tight deadlines 	<ul style="list-style-type: none"> Previous experience in a similar role Previous experience of working within an Education environment Experience of Dataplan Previous HR administration experience
Skills/Attributes	<ul style="list-style-type: none"> Ability to use initiative, to work pro- actively and time manage workloads Ability to work within recognised procedures and respond to unexpected problems and situations Ability to deal with confidential and sensitive information with tact and discretion applying data protection and data sensitivity principles at all times Have the ability to consider and seek out all relevant information and present balanced and sound reasoning to sensitive issues Working knowledge of relevant policies / codes of practice/ legislation relating to HR services 	<ul style="list-style-type: none"> Experience of payroll practices Experience of problem solving and analytical skills Project management to complete multiple tasks within deadlines



SPECIFICATION

SPECIFICATION	ESSENTIAL	DESIRABLE
Skills/Attributes	<ul style="list-style-type: none"> • Working knowledge of relevant policies / codes of practice/ legislation relating to HR services • Excellent Excel skills • Ability to work effectively & efficiently under pressure • Effective interpersonal skills, displaying a confident & friendly approach • Willingness to develop knowledge of and use of ICT and other specialist equipment/resources • Ability to self-evaluate learning needs to participate in development and training opportunities • 	
Personal Qualities	<ul style="list-style-type: none"> • Good organizational skills, highly motivated • Flexible, patient and adaptable manner • Ability to maintain a professional approach at all times • Commitment, enthusiasm and energy • Excellent time keeping • The ability to prioritise • Meticulous attention to detail • Innovative & proactive • Willingness to undertake training • Willingness to try new approaches • Respect and support ethos of Trust • Ability to work across different schools as required within the areas that the Trust operates • Committed to CPD and keeping up to date with relevant changes in Payroll and Pensions. 	<ul style="list-style-type: none"> • Ability to drive and access to own vehicle





QUALITY
OPPORTUNITY
COLLABORATION
AMBITION
COMMUNITY



Terms of APPOINTMENT

The appointment will be made based on National Joint Council's Support Staff pay and conditions.

The appointment is for Grade 6 or 7, depending on experience and is part-time, and permanent. The post is a full year appointment working 52 weeks per year with an entitlement to 25 days holiday per year (increasing to 30 days per year after 5 years' service).

Abingdon Learning Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act.

A copy of the school's Safeguarding and Child Protection Policy is here: [insert link to school's current policy](#).

Applicants must be willing to undergo all the relevant pre-employment checks as laid out in Keeping Children Safe in Education.

Person SPECIFICATION

Closing date for completed applications is **9am** on **Monday 6 January 2025**.

Applications should be submitted online through our [recruitment portal](#).

Shortlisted applicants will be notified following assessment of applications against the person specification and job role requirements.

Interview date to be confirmed.

Please do contact Louise Stevens, Head of HR by lstevens@abingdonlearningtrust.org or 01235 200239 for an informal discussion about the role.

We look forward to receiving your application.

Polite notice to Recruitment Agencies:

Please be aware that we do not accept unsolicited applications or CVs from recruitment agencies. Any unsolicited information sent to us will not be considered, and we will not be liable for any fees related to such submissions.

