



## **ABINGDON LEARNING TRUST**

### **JOB DESCRIPTION**

#### **Payroll and HR Administrator**

<b>ACCOUNTABLE TO:</b>	Chief Operating Officer
<b>APPRAISAL:</b>	The post-holder will be subject to The Trust's annual performance appraisal process.
<b>GRADE:</b>	6 (points 9-13) or 7 (points 13-17) depending on experience
<b>RESPONSIBLE TO:</b>	Head of HR
<b>LOCATION:</b>	<b>Central Office, Hendred Way, Abingdon, OX14 2AW</b>

#### **1. JOB PURPOSE**

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.

#### **2. KEY RESPONSIBILITIES AND TASKS**

##### **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

### **Responsibilities**

You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your health and safety and that of others affected by what you do or do not do.
- Co-operate on all issues involving health and safety.
- Use work items provided for you correctly, in according with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as possible.
- Ensure absolute confidentiality is maintained within the role

- Maintain up to date knowledge of relevant payroll and pension legislation
- Strong knowledge of GDPR and application to role

## **SAFEGUARDING**

Abingdon Learning Trust is committed to safeguarding and promoting the welfare of children. All staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The points below are a requirement for the postholder of this position:

- A knowledge and keen awareness of Safeguarding matters and an ability to demonstrate personal values and beliefs in accordance with the Trust's Safeguarding Policy
- Display commitment to the protection and safeguarding of children and young people
- Reading, understanding and following all aspects of the Trust's Safeguarding policies and processes
- Comply with safeguarding training expectations

## **MOBILITY CLAUSE**

Your contract of employment is directly with The Abingdon Learning Trust. Your main place of work will be the Central Office, Hendred Way, Abingdon, but you may be deployed to work at any school within The Abingdon Learning Trust and carry out those duties that may be reasonably required in relation to such deployment. This will depend upon the role, and organisational needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance.

### **Note:**

This job description is not intended to be exhaustive and it is expected that there will be other tasks to be agreed from time to time, appropriate to this role within the trust.

### **Status of this Job Description:**

This Job Description is provided as guidance regarding the Trust's professional expectations of you in accordance with your contract of employment.

This Job Description is not your contract of employment and cannot in anyway remove your statutory rights.

This job description will be reviewed at least annually as part of the Appraisal process.

Signed: (employee):

Signed: (on behalf of the Academy):

Date: