



JOB PROFILE			
<b>Job Title:</b>	Pay & Benefits Admin Officer	<b>School/Department:</b>	Trust Central HR Team
<b>Salary Grade:</b>	Band 7	<b>Working Hours:</b>	Part-time, 3 days per week
<b>Contract Type:</b>	Permanent, Term-Time + 2 weeks or Full-Year	<b>Location:</b>	Central Trust Office, Harrogate HG2 9PH
<p>In our Trust we will consider requests for <b>flexible working</b> at the recruitment stage. For many roles some flexibility is possible. We can't promise to give you exactly what you want, but we do promise to have an open discussion and give careful consideration to your preferences.</p>			
<p><b>Responsible to: Pay &amp; Reward Manager</b></p>			
<p><b>Role summary:</b></p> <p>To deliver excellence supporting the accurate and timely delivery of our pay, pensions &amp; benefits services for all Red Kite Learning Trust colleagues. Maintain a framework of outstanding customer service, policy adherence, statutory legislative and pension compliance meeting strict deadlines. Use our hosted HR &amp; Payroll system, plus pensions &amp; benefits platforms to deliver and provide appropriate colleague guidance as part of our central HR Team.</p> <p><b>Red Kite Learning Trust is committed to safeguarding and promoting the welfare of students and expects all colleagues and volunteers to share this commitment.</b></p>			
<p><b>Special conditions of service:</b></p> <p>No smoking policy, including e-cigarettes.</p>			
<p><b>Role specific responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Lead on pensions &amp; benefits scheme administration support for our Pay &amp; Reward Manager &amp; Payroll Officer.</li> <li>• Prioritise assistance with payroll processing and checking, particularly at peak periods or covering colleague leave, as required.</li> <li>• Deliver monthly accurate &amp; timely pensions administration for Teachers Pension Scheme, Local Government Pension Fund (LGPS), and Prudential AVC schemes.</li> <li>• Deliver accurate monthly benefits administration &amp; processing for our colleague Reward &amp; Benefits provisions to our schools, colleagues and external partners.</li> <li>• Process, calculate and assist the submission of complex financial calculations from payroll data as part of our pension leaver submission to our LGPS providers.</li> <li>• Accurately identify, process &amp; submit pension change information to our LGPS providers, including starters, hours &amp; role changes, unpaid absence advisories.</li> <li>• Assist with checking that appropriate pension tier deductions occur aligned to current scheme rules.</li> <li>• Assist with our pensions auto enrolment duties, including monthly colleague assessment communications &amp; triannual re-enrolments.</li> <li>• Communicate with pension scheme starters and leavers, ensuring appropriate information is shared and queries supported.</li> <li>• Act as a point of contact for colleagues, ensuring timely responses on pension &amp; benefits enquiries.</li> </ul>			



- Support, process and promote all aspects of Reward & Benefits processing administration, including:
  - Childcare Voucher Scheme changes, schedules & assessments
  - Cycle to Work Scheme applications & agreements
  - Home & Technology Scheme applications, agreements and NLW checks
  - Health & Dental Discounts colleague guidance
  - Guide colleagues on extended provisions such as retail discounts scheme
- Assist with the planning and delivery of pensions and benefits colleague and in school promotions and guidance.
- Support new reward & benefit initiatives: researching, assisting, testing & administering new schemes.
- Assist with promoting offers, discounts & improving colleague benefit engagement.
- Deliver outstanding customer service via email and telephone in response to employee and HR / Business Manager, or MAT Finance queries.
- Support submission of external reporting, such as Office of National Statistics returns and surveys.
- Support the HR & Payroll team by providing appropriate direction and guidance aligned to Trust and HMRC policies.
- Use and report from the HR / Payroll database to produce any required data reports, supported by the Pay & Reward Manager / Payroll Officer.

**RK People responsibilities:**

- Contribute to the overall aims and values of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the job profile, but which is in line with the general scope, grade and responsibilities of the role.



## Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives.



## Our Trust Values



### Collaboration

We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.



### Integrity

We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.



### Respect

We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

## Our Trust Goals



### We champion learning

Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.



### We promote wellbeing

Ensuring the wellbeing of every child and member of staff in our Trust.



### We invest in our people

Supporting every member of staff throughout their career to be the best that they can be.



### We innovate with technology

Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.



### We are our Trust

Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

## PEOPLE PROFILE

Aptitudes and Characteristics	Essential	Desirable
Ability to work flexibly and collaboratively as part of a team as well as on own	*	
Able to demonstrate flexibility and self-motivation	*	
A commitment to providing excellent customer care and service	*	
An agile approach to work	*	
Logical, methodical and systematic with meticulous eye for detail	*	
Ability to multi-task, prioritising where necessary and working to tight deadlines	*	
Ability to understand and calculate financial pay data aligned to provider rules	*	
Ability to use own initiative and be solution focused	*	



Ability to work effectively to meet strict deadlines and respond to unplanned situations. Be flexible and supportive to role needs.	*	
Be logical and systematic when interpreting information and data	*	
Ability to work with the highest level of confidentiality	*	
Ability to organise and prioritise when working to overlapping deadlines	*	
Able to accurately enter/retrieve data information from information systems	*	
Confident when speaking to senior colleagues and stakeholders	*	
<b>Qualifications, Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
CIPP qualified		*
Experience of working in a HR or Payroll department at a similar level	*	
Experience of payroll, pensions, or benefits administration in an educational setting or working within a public sector environment		*
Highly accurate & organised	*	
Excellent IT skills (MS Office, particularly MS Excel)	*	
Knowledge and experience of working with HR and Payroll systems	*	
Knowledge and understanding of Payroll administration & processing	*	
Knowledge and understanding of Benefits administration and processes		*
Knowledge and understanding of TPS and LGPS Pension Schemes		*
Strong and clear communicator, able to work effectively with colleagues at all levels of seniority, explaining complex terms relating to pay or benefits	*	
Experience of using benefits system or online rewards platform		*
Experience of accurate inputting and extracting information from systems	*	
Experience of providing customer focussed services	*	
Experience of maintaining accurate records and tracking progress of work	*	
Experience of undertaking general administrative tasks	*	
<b>Safeguarding and Promoting the Welfare of Students</b>	<b>Essential</b>	<b>Desirable</b>
An appropriate motivation to work with children and young people	*	
Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	*	

