



JOB TITLE: Payroll Manager
LOCATION: Central Human Resources Team
REPORTS TO: HR Director
BAND: Thurrock Grade F

JOB PURPOSE

- To be responsible, in conjunction with our managed external payroll bureau, for the day-to-day management and administration of payroll for all Trust schools and the central team ensuring an effective payroll system.
- To be key member of the project team responsible for the implementation and thereafter day-to-day management of a fully integrated HR and payroll system.
- Provision of payroll reconciliation reports and liaison with central Finance colleagues enabling shared knowledge of current staffing position.
- To develop and maintain high quality working relationships with senior leaders and line managers.
- To mentor, guide, train and line manage the HR Assistant to ensure consistent, quality services to Trust schools.

KEY CORPORATE ACCOUNTABILITIES

- Commitment to the Trust's central team Vision and Values.
- To maintain awareness of and commitment to the Trust's Equality and Diversity in Employment Policy in relation to both employment and service delivery and to observe the standard of conduct which prevents discrimination taking place.
- To comply with all Trust policies including Code of Conduct, Safeguarding Policy and E-Safety Policy.
- To fully comply with the Health and Safety at Work Act 1974 etc, the Trust's Health and Safety Policy and all locally agreed safe methods of work.
- At the discretion of the HR Director, such other activities as may from time to time be agreed consistent with the nature of the job described above.
- To work with colleagues to achieve service plan objectives and targets.
- To participate in the Performance Management Procedure and contribute to the identification of own team development needs.

PRINCIPAL ACCOUNTABILITIES

- Primary point of contact for the Trust's externally managed payroll bureau service provider.
- Entering and reconciling monthly payroll for all Trust schools and central employees including additional hours worked, deductions and attachment to earnings.

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- Management of family related leave pay and employee correspondence including maternity, adoption, paternity and shared parental leave.
- In liaison with schools and central service leads, coordination of fixed-term contracts and temporary allowance management.
- To manage record keeping and administration in respect of payroll including staff absences.
- Liaison with the Trust's payroll provider regarding Inland Revenue and National Insurance.
- Liaison with Trust's payroll provider in respect of administration for both the Local Government Pension Scheme and Teachers Pensions including monthly/yearly reports and end of year certificates as appropriate.
- To respond in a timely manner to queries regarding payroll and pensions from either school leaders, central service leads, employees, the Local Government Pension Scheme or Teachers Pensions.
- Liaising with senior leaders and line managers in respect of coordination of annual performance management (appraisal) cycle. Administration related to employee performance and service related pay progression, teachers' threshold applications and annual salary statements.
- Provision of key performance indicators from HR and payroll systems including absence rates, employee numbers, etc.
- Assisting with ensuring SIMS is up-to-date in respect of employee data.
- Provision of payroll reconciliation reports and liaison with central Finance colleagues to ensure shared knowledge of the monthly staffing position enabling staffing related budget planning conversations between Finance and schools.
- To complete yearly returns to Government agencies as required including School Workforce Census.
- To manage implementation of amendments to contracts as required and to be responsible for all administrative procedures required in connection with resignation of staff.
- Ensuring Single Central Records for Trust schools and central services are maintained and up-to-date reflecting live employee data, meeting statutory and best practice approaches to safeguarding.
- To contribute, as required, to the development and review of HR policies, procedures, guidance and practice.
- Delivery of payroll and HR aspects of commissioned projects to meet agreed outcomes, working collaboratively with other stakeholders.
- To advise senior leaders and line managers on payroll and personnel related issues such as conditions of employment, HR policies and procedures, pensions, maternity and sickness entitlements, early retirement etc.
- To manage administration of all personnel records in respect of payroll and paid/unpaid leave.



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- To actively seek feedback from 'customers' on service content and quality and use information to improve own practice and inform overall HR and payroll service delivery.
- Maintain confidentiality of HR and payroll information and records at all times in line with the Data Protection Act 2018 and assist management of Subject Access Requests and Freedom of Information Act.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I confirm that I have read and understood, and that I accept, the above job description:

Signature : Date: Name in full:

PERSON SPECIFICATION

PAYROLL MANAGER

Criteria	Detail	Requirements
Qualifications & Experience	Specific qualifications & experience	Chartered Member of CIPP and/or CIPD status or suitable experience Degree qualification desirable Proven experience of payroll management in education setting Proven project management experience
	Literacy	Excellent reading and writing skills – at least English GCSE (A-C) level or equivalent
	Numeracy	At least Maths GCSE (A-C) level or equivalent
	Technology	Strong ICT skills including MS Office suite Detailed working experience of payroll systems Working experience of Civica HR and payroll systems is desirable
Knowledge		Excellent working knowledge of payroll systems and legislation Working knowledge of HR policies and procedures Working knowledge of teachers' pay and conditions Working knowledge of education support staff terms and conditions Working knowledge of general school policies and procedures
Communication	Written	Proven experience of completing detailed and complex reports, forms and letters
	Verbal	Effective at exchanging verbal information clearly and sensitively
Other	Teamwork	Proven experience of working in a team Proven experience of working on own
	Relationships	Proven experience of establishing rapport and successful working relationships
	Information	Excellent analytical and problem solving skills Proven ability to provide timely and accurate information
	Organisational skills	Excellent organisational skills Ability to work accurately with attention to detail
	Line Management	Line management experience Ability to lead and motivate colleagues in a positive and successful way
	Time Management	Proven ability to manage own time effectively with competing demands of the job role



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	Creativity	Proven ability to come up with creative solutions to complex situations which comply with statutory or procedural requirements
	Child Protection	Good understanding of and commitment to child protection procedures
	Confidentiality/Data Protection	Good understanding of procedures and legislation relating to confidentiality
	CPD	Demonstrates a clear commitment to develop and learn in the role Proven ability to effectively evaluate own performance and share knowledge with others