## JOB TITLE: Payroll & HR Assistant

**LOCATION: Central Human Resources Team**

**REPORTS TO: Payroll Manager**

## BAND: Thurrock Grade D

**JOB PURPOSE**

* To assist the Payroll Manager with the day-to-day management and administration of payroll via our managed external payroll bureau for all Trust schools and the central team ensuring an effective payroll system.
* To assist with producing and checking payroll reports.
* To develop and maintain high quality working relationships with senior leaders and line mangers.

**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**

* Assisting the Payroll Manager with entering and reconciling monthly payroll for all Trust schools and central employees including collating and verify timesheets, extra hours worked, deductions and attachment to earnings.
* Assist with the administration for both the Local Government Pension Scheme and Teachers’ Pensions including supporting the Trust’s managed external payroll bureau with monthly/yearly reporting needs as appropriate.
* Responding in a timely manner to employee queries regarding payroll, pensions and HR related policies and procedures.
* Assist with requests from external agencies and service providers, including in respect of employee numbers and starters/leavers.
* Assisting with the administration associated with annual performance management cycle, related employee salary progression including teachers’ threshold applications and annual salary statements.
* Assisting with the administration associated with any annual cost of living pay awards for both support and teaching staff.
* Assisting with the provision of salary forecasts and key performance indicators including absence rates, staff turnover, etc.
* Assisting the Payroll Manager with administration relating to the entering and updating of the Trust’s payroll/HR system and SIMs personnel system and for all starters, leavers and amendments.
* Assisting the Payroll Manager with the completion of the Workforce Census for all Trust schools.
* Processing records associated with and administration arising from staff absence including in respect of the Trust’s HR and payroll system.
* Assisting with maintaining Trust and school Single Central Records ensuring they are up-to-date meeting statutory and best practice approaches to safeguarding.
* Using template documents, draft offer letters, contracts of employment and variation letters as required.
* Responsibility for administrative procedures required in connection with the appointment, changes and resignation of staff including DBS checks and personnel files (both in hard copy and electronic).
* Providing administration support to HR colleagues including taking minutes of meetings, preparing HR training materials and preparing paperwork for formal meetings/hearings.
* Contributing, as required, to the development and review of HR policies, procedures, guidance and practice.
* Assisting delivery of HR aspects of commissioned projects to meet agreed outcomes, working collaboratively with other stakeholders.
* Advising senior leaders and line managers on routine personnel-related issues such as conditions of employment, HR policies and procedures, pensions, maternity and sickness entitlements, early retirement etc.
* Actively seeking feedback from ‘customers’ on service content and quality and use information to improve own practice and inform overall HR service delivery.
* Maintaining confidentiality of HR information and records at all times in line with the Data Protection Act 2018 and assist management of Freedom of Information Act and Subject Access Requests.

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 - HR ASSISTANT**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Detail** | **Requirements** |
| **Qualifications & Experience** | Specific qualifications & experience | Proven payroll and HR administration experience  Experience of an education setting desirable  Working towards Chartered CIPP or CIPD status desirable |
| Literacy | Excellent reading and writing skills – at least English GSCE (A-C) level or equivalent |
| Numeracy | At least Maths GSCE (A-C) level or equivalent |
| Technology | Strong ICT skills including MS Office suite  Payroll and HR system experience, ideally Civica (Carval) |
| **Knowledge** |  | 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 letter writing |
| 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 | Proven ability to provide timely and accurate information |
| Organisational skills | Excellent organisational skills  Ability to work accurately with attention to detail |
| Time Management | Proven ability to manage own time effectively with competing demands of the job role |
| Creativity | Proven ability to come up with creative solutions to 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 |