



Job Description – SNMAT Payroll Assistant

Role Purpose:

To effectively and efficiently support the HR & Payroll Manager with the administration and management of the payroll provision across the Trust.

Reporting to:

HR & Payroll Manager

Working time:

37 Hours per week (All year round)

Salary Grade:

Grade 3

General Duties:

To be the first point of contact for payroll queries from schools and members of staff. Manage the administration of the monthly payroll process in conjunction with members of the HR Trust Support Team.

Specific duties:

- You will be the first point of contact for employees, School Business Managers and headteachers with queries relating to terms and conditions of employment and payroll related queries.
- Provide advice to headteachers and School Business Managers in relation to absence management, maternity leave and other employee relations queries.
- Checking payrolls for your designated academies on a monthly basis.
- To reconcile the payroll reports with the budget setting software for your designated academies on a monthly basis.
- To update and maintain the HR and Payroll system ensuring all changes to contracts, personal details and new starters are input.
- Manage the new starter process including issuing of Contracts of Employment.
- Issuing correspondence in relation to changes to contracts, maternity, absence and other HR issues.
- To be responsible for the on-boarding process for new schools joining the Trust.
- Setting up electronic personnel files and ensuring all staff records are up to date
- Complete pension forms and maintenance of pension records as required by Teachers Pensions and the Local Government Pension Scheme.



- Support with recruitment as required including placing adverts on the Trust website.
- Assisting with data collection for the annual audit and other statutory reports such as the gender pay report and ONS surveys.
- To assist with the completion of the pension year end if required;

Other

- To assist the other members of the Trust Support Team as required

Supporting Information

The current key responsibilities of this post are outlined in this job description but are not exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

This job description is current at the date below but will be amended on an annual basis (or as the need arises) and, following consultation with the post holder, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed _____ Post Holder Date _____

Signed _____ CEO Date _____