

The Evolve Trust

Payroll and Pensions Officer

NJC Grade 5 Scale Points 15-22

NJC Grade 5 (15-22) £11,452 - £13,155 actual salary (£23,541-£27,041 FTE)

Job Application Pack

“To open minds, creating opportunities for all to believe in themselves, achieve their potential and develop the skills needed to succeed and enjoy life”.

Payroll and Pensions Officer

NJC Grade 5 (15-22) £11,452 - £13,155 actual salary (£23,541-£27,041 FTE)

The Evolve Trust are seeking to appoint a Payroll and Pensions Officer. The successful candidate will join a Trust who are strongly focused upon raising standards.

This post is a superb career opportunity in a school that has:

- Been Ofsted rated Good and has already made strides towards achieving Outstanding. Positive Progress 8 and 6th form Value Added.
- Students who are willing and eager to learn.
- A track record of innovation and development across a forward thinking Multi Academy Trust
- Been recognised for improving the quality of education in other schools.
- A comprehensive wellbeing scheme.
- A proven track record for developing staff, securing good outcomes, good behaviour and good leadership.
- Access to local government pension scheme

As an Evolve Trust member of staff you will have the opportunity to:

- Work in an environment where staff can trial new research informed educational innovations and share best practice.

To find out more about why The Evolve Trust could be the place for your career to flourish don't hesitate to read on and visit our website – www.evolutetrust.org

Introduction to The Evolve Trust



“The Evolve Trust aims to create a family of academies in the Mansfield region and beyond, enabling an increasing number of children and young people to fulfil their potential and providing them with greater access to a diverse range of opportunities when they leave school”.

We are committed to providing exceptional learning opportunities and outstanding educational outcomes for all our pupils in the Mansfield locality and beyond. Our aim is for every child and young person to benefit from a world class education, one which inspires our schools' communities to achieve more than they thought possible. Our commitment to these aims is evident through our working practices, which focus on making the difference to the life chances of all our pupils and students.

Academy staff and students work and learn together as our practice is continuously improved to bring about the changes required to deliver on our ambitious aims. As a Trust, we prioritise achievement and inclusion by valuing individuals. We meet these priorities by excelling in putting in place, for both students and staff, personalised learning pathways and pastoral care that seeks to address barriers to learning experienced by anyone.

A handwritten signature in black ink, appearing to read 'Claire Marie Cuthbert'.

Claire Marie Cuthbert
CEO for the Evolve Trust

“To open minds, creating opportunities for all to believe in themselves, achieve their potential and develop the skills needed to succeed and enjoy life”.

Message from the Principal

Dear Candidate,

Welcome to the Evolve Trust -. I am exceptionally proud to be the Principal of The Brunts Academy in what is an exciting stage in the Academy's development. At Brunts, we believe that an outstanding education develops our students academically, socially and morally, giving them the knowledge and skills to be successful during this and the next stage of the education and development.

We also feel it is important for our young people to develop and progress outside of the classroom and we offer a wide range of enrichment and extra-curricular opportunities to harness our pupil's potential.

We are ambitious about all that we do and focus our work on improving the academic attainment of all our students. The Brunts Academy is fortunate to have good facilities, supportive and skilled staff, motivated students and supportive parents and I look forward immensely in developing this partnership with you further this year.

We are proud to be supported by the Evolve Trust and we believe that this partnerships give us the opportunity to continue our improvements and for the school to be recognised both locally and nationally as not only a 'good' school but then an 'outstanding' school over time.

We demand excellence and we are on a journey to this but the foundations of this are fundamentally linked to our Core Values and how we behave in all aspects of school life. Our values and associated behaviours are:

AMBITION: Striving for the highest personal achievement.

INTEGRITY: The moral courage to be sincere, reliable and trustworthy at all times.

INCLUSIVITY: Together we create a stronger community for all.

ENDEAVOUR: The best preparation for tomorrow is doing the best today.

RESILIENCE: Take on challenges, learn and thrive.

We believe that secondary education represents a major stage in the life of each young person and so we aim to work together with parents, carers, agencies and the local community to support our young people; enabling them to develop and grow within this community and in building together a real sense of identity within The Brunts Academy and the Mansfield area.

We recognise the equal value of each individual young person and we aim to provide the best possible opportunities for our students. We look forward to welcoming you to our Academy and joining our team!



Mr Carl Atkin
Principal for the Evolve Trust

Application Details

Thank you for your interest in the Payroll and Pensions Officer vacancy at The Evolve Trust. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter, which clearly demonstrates your suitability for this role, via email to jobs@evolvetrust.org. Applications can also be submitted by post, for the attention of the HR Department, to the following address:

The Brunts Academy
Park Avenue
Mansfield
Nottinghamshire
NG18 2AT

Application forms

These can be downloaded from the school website www.evolvetrust.org. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives by **12:00pm on Friday 4th December 2020**.

Interviews will take place on **the 8th December 2020**.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a criminal record check via the DBS.

Payroll and Pensions Officer

SALARY: NJC Grade 5 (15-22) £11,452 - £13,155 actual salary (£23,541-£27,041 FTE)

CONTRACT: Permanent, 18 hours a week over 3 days, all year round.

The actual pattern of hours can be determined on appointment.
Flexibility in this role will be critical in order to ensure that payment dates are met; this may mean that working days change dependent on deadlines.

RESPONSIBLE TO: Finance and Payroll Manager

Purpose (Summary):

- To ensure a payroll service is provided for around 250-300 staff at The Evolve Trust with a clear customer service focus and attention to detail.
- You will be responsible for calculating and paying salaries in accordance with conditions of service and compliance with statutory and administrative regulations affecting pay within agreed payroll deadlines.
- You will be responsible for making all payments and completing all returns to HMRC within the required timeframes.
- You will ensure compliance with maintaining records to meet internal and external PAYE and audit requirements.

Duties:

- Carry out all appropriate tasks necessary in accordance with the latest statutes and regulations to process salary payments to staff, including in accordance with RTI requirements
- To extract and interpret information from various authorised source documents i.e. timesheets, variation forms, expenses claims, payroll adjustment forms etc for computer input so that employees are paid on time and correctly in accordance with Local Government Terms and Conditions and external customers terms and conditions
- To follow set procedures provided by employer pension schemes e.g. LGPS/Teachers' Pension relating to superannuation deductions for both new and existing staff
- To complete and submit pension forms relating to LGPS/Teachers' Pension
- Provide a customer focused service in dealing with queries or assisting staff with payroll related activities

- Apply the appropriate tax codes, NI category, pension percentage, completion and determination of action required from P46s and initiation of other associated payment/deductions
- To ensure that all calculations and input documents are completed accurately and input in accordance with agreed payroll deadlines
- Terminate pay records including final payments and P45 action
- Calculate and process SMP and OMP
- Administrate starters, leavers, pay claims and monthly variations
- Processing salary and payover BACS payments and submission of remittances
- Prepare schedule of monthly deductions for pensions; NI; PAYE and other deductions
- Assist with internal and external audit
- Comply with HMRC requirements for payroll reporting
- Provision of all year-end routines
- Assist in the Annual Service Return for Teachers
- Complete annual return for pension scheme contributions (end of year certificates) as required
- Update the payroll system as necessary e.g. pay awards, increments
- Deal with third party claims and respond to enquiries from third party enquirers as appropriate
- To maintain staff salary records, databases and spreadsheets held on software packages including SIMS, Excel and Civica
- To carry out other duties and responsibilities as agreed with the Finance Manager

General:

- Flexible working approach to accommodate day to day operational matters.
- To attend, as necessary, out of hour's meetings and events.
- Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information.
- Responsibility for the safeguarding and promoting the welfare of children.

Health and Safety:

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.

- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

Continuing Professional Development:

- To participate in the Trust Performance Management Scheme.
- Undertake any professional development necessary as identified in SIP/TIP/PM.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The trust will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Additional points:

All staff are required to maintain confidentiality in relation to students, staff and parent information.

All staff are expected to comply with academy and trust policies

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The trust will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description may be subject to amendment or modification, should circumstances change, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your line manager. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description does not form part of the contract of employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.

Payroll and Pensions Officer - Person Specification

Qualifications and Training			
		Essential	Desirable
1	Qualification in payroll		✓
2	5 GCSE (or equivalent) including English and Mathematics	✓	
3	Formal ICT qualifications in Office Software Packages		✓
Knowledge / Experience			
4	Extensive payroll and pension experience	✓	
5	Strong ICT skills with good working knowledge of Microsoft Outlook, Word and Excel.	✓	
6	Experience of processing payroll and dealing with queries using a computerised system	✓	
7	Up-to-date knowledge of current legislation and payroll/legislative requirements	✓	
8	Experience of working cooperatively with various stakeholders	✓	
9	Understanding of personnel terms and conditions	✓	
10	Experience of working in education or public sector environment		✓
Skills			
11	Excellent numeracy and accuracy skills, attention to detail	✓	
12	Excellent time management	✓	
13	Ability to work independently	✓	
14	Ability to act discreetly, confidentially and show sensitivity as appropriate.	✓	
15	Ability to effectively plan, prioritize and deliver to a high standard.	✓	
16	Ability to think logically and calmly under pressure	✓	
17	Calm confident telephone manner	✓	
18	Ability to communicate via oral and written fluent and stylish English	✓	
19	Excellent team work and collaboration	✓	
20	Ability to adapt quickly and flexibly to new demands and change	✓	
Personal Attributes			
21	Highly motivated self-starter with initiative to make things happen	✓	
22	Work flexibly	✓	
23	Common sense, an eye for detail and precise spelling and grammar	✓	
24	Excellent interpersonal skills	✓	
25	Conscientious	✓	
26	Quality and standards driven	✓	
27	Commitment to the "can do" ethos of the Trust	✓	
28	A positive attitude and commitment to equality	✓	

29	Committed to safeguarding and promoting the welfare of children and young people on a daily basis	✓	
30	Honesty, trustworthiness and integrity	✓	