

Job Description

Job Title:	HR and Payroll Assistant
Scale:	Grade 4 SCP 5-8. £19,312 to £20,493 Pro Rata.
Hours:	37 hours per week.
Contract type:	Permanent, Term Time Plus 5 days. 5 days to be agreed in advance with the HR Manager, as appropriate to the payroll calendar.
Location:	ALP Central Services. May be asked to work across the ALP family of schools.
Responsible to:	HR Manager/ Chief Operating Officer
Role Purpose:	<ul style="list-style-type: none"> To work as part of the Central Services team providing HR and payroll administrative support.
Generic responsibilities:	<ul style="list-style-type: none"> Maintain personal expertise, to be a role model and promote high expectations for all members of the Academies communities through your role within the structure. To model the values, ethos and vision of the Trust. Be aware of, comply and assist with the development of policies and procedures relating to child protection, health and safety, safety and security, confidentiality and data protection, reporting on all concerns to an appropriate person. To maintain at all times the utmost confidentiality with regard to all financial reports, records, personal data relating to staff, students and other information of a sensitive or confidential nature.
HR Administration:	<ul style="list-style-type: none"> Support with the processing of all new starters and leavers including production of employment contracts, end of employment letters. Support with the preparation of paperwork associated with employment changes and variations to contracts. Assist the Academies with the creation and maintenance of employee personnel files. Support the administration of annual pay review and HR statistics. Assist with the maintenance of the Trust Single Central Register. Provide general administrative support as and when required.
Payroll:	<ul style="list-style-type: none"> Assist or process monthly payroll information for all Academies i.e. new starters, leavers, variations to contract, overtime, annual pay increases. Liaise with HR contact within ALP academies to ensure payroll information is received in line with payroll deadlines. Assist with employee salary and payroll queries in the absence of the HR Manager. Assist with reporting from payroll in line with HR and Trust requirements. Ensure new starters are given access instructions to the payslip portal and assist with any employee queries. Maintain accurate records.
Pensions:	<ul style="list-style-type: none"> Assist with employee pension queries. Liaise with TPS and LGPS for current and previous employee queries. Complete relevant pensions paperwork for starters and leavers. To support with the checking of the annual pensions returns.
Special Conditions:	<ul style="list-style-type: none"> Participate in training and other learning activities and performance development as required. The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager. The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to. An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before and appointment can be confirmed.
The above duties and responsibilities are not an exhaustive definition of all the tasks associated with the post.	

Person Specification

Criteria		Essential	Desirable
Application	A completed application form and a letter of application indicating interests and strengths in the role.	*	
	Fully supported in references.	*	
Qualifications and Professional Development	Educated to NVQ Level 2 or equivalent or experience in a relevant discipline.	*	
	NVQ Level 2 Literacy and Numeracy or an equivalent qualification.	*	
	Evidence of continuous professional development.	*	
Experience	Experience of general clerical/administrative work	*	
	Experience of working with HR/ payroll systems.		*
	Experience of working in a school or similar establishment.		*
Qualities & Values	Work accurately whilst still meeting deadlines.	*	
	Effective oral/written communication skills	*	
Personal Attributes	Ability to work under pressure and retain a sense of humour.	*	
	Ability to work as a team member to achieve common goals.	*	
	Initiative, energy and perseverance.	*	
	Enthusiasm and self-confidence.	*	
	Reliability in achieving the job description.	*	
	Good time keeping.	*	
	Discrete and able to maintain the confidentiality of information.	*	
	Flexible approach to work.	*	
Special Requirements	Be able to travel and work in designated schools across the Trust.	*	
	Be willing to, occasionally, attend evening meetings.	*	

Assessment against the criteria outlined above will be through the Application Form, Letter of Application, Interview Process and References. Any relevant issues from references will be taken up at interview.