

Job description

LIFE Education Trust, a family of schools who work together and have the same mission, to build great learning communities which unleash creativity and champion optimism, in a spirit of compassion.

We are looking for brilliant people to join the LIFE family who share and demonstrate our beliefs:

- Courageous Optimism
- Boundless Creativity
- Heartfelt Compassion

Job Title	Payroll Assistant
Scale	SO1.23 – SO1.25
Point	SO1.23 - £31,122
Actual Pro Rata Salary	£16,546
Contract	Permanent
Hours	21.6 HPW
Working Weeks	40
Reports to	Finance Manager
Responsible for	Trust Payroll
Job Purpose	
	The successful candidate will be responsible for delivering a timely and accurate payroll provision for the Trust. This will include collating and preparing documents and ensuring the data is entered into our internal HR and Payroll system – IRIS and PS People.
Main Responsibilities	
	<ul style="list-style-type: none"> • Be the main point of contact for payroll, you will build relationships with key stakeholders and work closely with the HR team to ensure the payroll is completed on a monthly basis. • Have an eye for accuracy and attention to detail and you'll be curious about the data to ensure its right first time every time. You'll enjoy working with others and be accountable for achieving great results
Key Responsibilities	
	<ul style="list-style-type: none"> • Process the monthly payroll for 7 schools in a timely and accurate manner • Set up and implement the Iris PS People portal that will link directly with the payroll system. Train and support end users. • Undertake the end-to-end monthly payroll process from inputting the data into the Iris system, reconciling the data and producing reports for use by Finance • Collate starter paperwork and add all new starters to the system • Process leavers in line with Trust policy and ensure removal from systems • Liaise with HR to calculate deductions based on employee sickness and absence • Calculate statutory payments e.g., SSP, SMP and SPP etc. • Assist with the monthly balance sheet reconciliations together with the

	<p>preparation of periodic payroll & pension reports to identify and analyse variances</p> <ul style="list-style-type: none"> • Assist and answer employee queries in a timely manner and ensure that payslips are distributed • Enrol all new starters into the relevant pension schemes and ensure that the required paperwork is issued • Administer changes to the pension scheme e.g., leavers, re-enrolment and changes to contributions • Liaise with external agencies such as HMRC, pension scheme providers to ensure accurate and timely payments are raised • Produce all returns for support staff and Teachers pension schemes. • Liaise with auditors regarding year end information.
General	
	<ul style="list-style-type: none"> • Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • Support the ethos of the Trust • The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Chief Finance Officer to carry out appropriate duties within the context of the job, skills and grade

Job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the job description

Signed: _____ (Payroll Assistant) Date: ____ / ____ / ____

Person Specification

Knowledge, skill and experience requirements

Chief People Officer			
Qualifications & Experience	Essential	Desirable	Assessed by
Experience of using computerised payroll & pension and accounting systems	Y		
Skills and Abilities			
Strong Microsoft Office skills in Excel, Word and Outlook	Y		
Ability to communicate clearly and concisely	Y		
Good attention to detail	Y		
Able to appreciate the need for confidentiality and discretion	Y		
Ability to prioritise workload and work effectively in a pressured environment	Y		
Ability to build strong relationships across other departments	Y		
Excellent planning, organisational and time-management skills	Y		
Competencies			
Problem solving initiative	Y		
Effective communication and influencing	Y		
Analytical thinker	Y		
Ability to work as part of a team	Y		
Responsible for managing own workload	Y		