

<b>Job Title</b>	HR and Payroll Administrator
<b>Grade</b>	NJC pay scale 18-25 (£30,559-£35,366), depending on experience
<b>Post</b>	Full-time (37 hours per week) Part time hours will be considered for the right candidate A flexible approach to working hours is required to meet the deadlines and demands of the role
<b>Reports to</b>	Trust Financial Controller
<b>Location</b>	Chesterton Community College, Cambridge. The team is primarily office-based but hybrid and flexible working patterns would be considered
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>To provide an efficient and highly accurate payroll and pension service for schools within our Trust, responding to all queries in a timely and comprehensive manner</li> <li>To support with HR administration tasks, including maintaining employee records, recruitment and onboarding, absence and attendance management, and HR/employee relations meetings</li> </ul>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>Processing the monthly payroll for some of the schools within the Trust</li> <li>Quality assuring all activities, checking, and correcting errors.</li> <li>First point of contact for the Trust, answering payroll and pension queries.</li> <li>Timely and accurate production of payroll and pension related paperwork (e.g. retirement forms)</li> <li>Communicating with schools and employees for payroll and pension information.</li> <li>Checking timesheet and expense claims to identify errors and providing challenge.</li> <li>Assisting with month and year end journals, reconciliations, and audits.</li> <li>Producing relevant data and reports including annual Finance Audit, Teachers Pension EOYC, and Gender Pay Gap report.</li> <li>Maintain and update employee records</li> <li>Assist with the recruitment process, including posting job adverts, scheduling interviews, and preparing documentation.</li> <li>Prepare contracts of employment, offer letters, and other HR-related documents.</li> <li>Support the onboarding processes for employees.</li> <li>Monitor and track employee absences, leave, and attendance.</li> <li>Process employee changes (promotions, transfers, terminations) and ensure systems are updated accordingly.</li> <li>Support payroll processing by providing relevant employee data (e.g. new starters, leavers, absences).</li> <li>Prepare agendas, take accurate minutes of HR and employee relations meetings (e.g., disciplinary, grievance, consultation), and distribute them in a timely and confidential manner.</li> <li>Understanding the nature of the role, ensuring confidentiality, and adhering to the Trust policies.</li> </ul>
<b>Required Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Significant understanding and experience of payroll</li> <li>Experience of using payroll software platforms (experience with EduPay preferable)</li> <li>Significant understanding and experience of pensions</li> <li>Understanding of Local Government and Teacher Pension Schemes (desirable)</li> <li>Competent user of Microsoft Excel, including using formulas to extract data</li> <li>Understanding of leave and pay entitlements for maternity, paternity, and Shared Parental Leave</li> <li>Understanding of employee contracts (desirable)</li> <li>Experience of working in the Education sector (desirable)</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of working with stakeholders across multiple sites (desirable)</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the Financial Controller</li> <li>• To comply with personal responsibilities, in accordance with the role, for Health &amp; Safety in the workplace.</li> <li>• To ensure that all duties and services provided are in accordance with Trust policies</li> </ul> <p>These responsibilities are neither exclusive nor exhaustive and the post holder may be required by the Financial to undertake appropriate duties within the context of the job, skills and grade.</p>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• All ELA staff must adhere to ELA Safeguarding and Child Protection policies and procedures including engaging in annual safeguarding training.</li> </ul>