

Job Description: Payroll and Pension Officer

The Diocese of Norwich Education Services Company are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Human Resources Director
Grade	NJC Point 20 - 26
Hours	37 hours per week
Location	Based at Orchard House/The Stables You may be required to travel to undertake work at academies and sites within or serviced by the Diocese of Norwich Education Services Company as needed.

Job Purpose

Provision of an effective and efficient Payroll and Pensions service. Covering all aspects of payroll and pensions administration, ensuring staff are paid on time in accordance with their contract of employment while remaining fully compliant with statutory requirements and financial regulations. Working closely with the payroll and pensioner provider.

Duties and responsibilities

- Preparation of monthly payroll
- Responsibility for the payroll helpdesk and payroll email inbox delegating as required, ensuring that enquiries are responded to in line with the service level agreement
- Checking of monthly payroll reports for DoNESC, DNEAT and St Benet’s central payroll
- Ensuring monthly central payroll is authorised by staff with authorisation responsibilities in line with the monthly payroll deadline
- Working to ensure that any errors identified in the monthly payroll reports are rectified
- Submission of starters, leavers and amendments forms to LGPS and Teachers Pension Scheme as necessary
- Month end reporting and reconciliations as required for central payroll
- Work with the payroll provider to ensure that pension schemes are administered in accordance with relevant schemes’ specifications
- Support the HR Director with pension Auto Enrolment as per the legislation as required
- Administration of staff pay rises including pay awards and annual pay spine increases on the payroll system, including preparation and processing of back pay calculations associated with them
- Dealing with routine pay and pension queries from central and Trust staff
- End to end administration of the Salary sacrifice schemes
- Supporting with the onboarding of new academies to either DNEAT or St Benet’s Trusts
- Provision of payroll training to academies and central staff as required
- Attendance at relevant training courses to keep up to date with legislation and processes
- Assistance with ad hoc reports
- Liaison with auditors where necessary on any areas of payroll and/or pensions
- Ensuring that all data is accurate and processed in line with GDPR guidelines

- To be aware of and comply with all DoNESC and Trust policies and procedures
- To be aware of equal opportunities and to demonstrate these principals in all aspects of work
- To understand the Trust Safeguarding and Health and Safety policies
- To undertake staff development
- To work as part of a team and to ensure effective working relations Quality Assurance
- To ensure the effective operation of quality assurance systems
- To contribute to the process of the setting of targets within the department and to work towards their achievement
- To uphold our Christian values in all aspects of our work

Working closely with the Human Resources Manager, you will provide a dedicated payroll and pension service to all schools and services within DONESC, DNEAT, and St Benet's MAT.

Line management

- The job involves no direct responsibility for the supervision or direction of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Payroll and Pension Officer are up to date.
- Be a professional role model, and understand and promote the aims of the Academy and the values of the Trust. Including promoting our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ.

Special conditions of employment
<p>Rehabilitation of Offenders Act 1974 This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the Trust's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p>
<p>Safeguarding and Promoting the Welfare of Children and Young People The jobholder is required to follow all Trust and academy policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.</p>
<p>Health and Safety The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to</p>

act. Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulations. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The Trust and the academy are committed to equality and value diversity. As such the Trust and the academy are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Trust and the academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Continuous Professional Development

The Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, to engage positively in the performance management process, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking or Vaping Policy

This applies to all Trust premises and those where Trust services are provided.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job description reviewed by:

Date: