

Person Specification: 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.

	Essential Criteria	Desirable Criteria
Education and Qualifications	<ul style="list-style-type: none"> • At least three years' experience in similar Payroll and Pension role • Educated to level 3 (A level equivalent) • Prepared to undertake payroll and pension qualifications and training as necessary 	<ul style="list-style-type: none"> • Experienced in education setting
Skills and Abilities	<ul style="list-style-type: none"> • Strong IT skills, competent use of Microsoft Word, Excel, Outlook and PowerPoint programmes • Exceptional written and oral communication skills • Strong interpersonal skills, and the ability to deal with people at all levels including tact and diplomacy • Very good attention to detail, accuracy, and thoroughness in all aspects of work • Ability to manage a high-volume workload and respond effectively to changing priorities • Ability to work to deadlines and stay calm under pressure • Ability to develop effective administration and support systems • Good record keeping skills and the ability to work methodically • Team player with good collaborative skills • Flexible, adaptive, and responsive to changing working needs 	
Experience	Experience using web-based databases	

Knowledge and understanding	<ul style="list-style-type: none"> • Knowledge of LGPS and TPS • Up to date knowledge of current employment legislation • Discretion and an understanding of confidentiality issues • The responsibility of every individual for safeguarding and promoting the welfare of children 	
Other requirements	<ul style="list-style-type: none"> • Calm and professional disposition • Methodical and thorough approach to work • Able to work without detailed guidance and close support • Committed to and able to 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. • Able to work calmly under pressure and withstand stress • Able to work flexibly, and to attend meetings and INSET days as required 	

Person specification reviewed by:

Date: