

## **Payroll and Human Resources Officer**

### **Job Description**

#### **Job Details:**

Title: Payroll and Human Resources Officer  
Reporting to: Vice-Principal  
Hours: 36.5 hours per week full time #  
Scale: Academy scale 5 from £33,753 FTE

# - *Would consider term time only + up to two weeks over the summer*

#### **Summary Job Description:**

#### **Key Functions:**

- Provide human resource administration for the Academy, including management of personnel records, the administration of staff recruitment processes, attendance records and statutory returns
- Prompt submission of monthly payroll data to Wandsworth Borough Council (WBC) for due payment
- Assist with processes for various pension returns and associated administration for the Teachers' Pension Scheme (TPS); Local Government Pension Scheme (LGPS) in collaboration with WBC Pension Shared Service
- Provide first line support to staff over pay, pension and HR related issues
- Authorize payroll/HMRC payments via WBC on behalf of the Vice-Principal

#### **Main duties:**

##### Academy Monthly Payroll submissions:

- Produce a monthly payroll memo in respect of Academy employed staff, detailing payroll variations from the previous month, and timed to enable counter-checking by the Vice-Principal prior to submission
- Assist with the annual pay review process and issue updated pay statements to all staff
- Prepare and submit annual returns for PAYE, pensions, audit and other purposes in collaboration with WBC
- Ensure that WBC auto-enrol staff to the appropriate pension scheme
- Produce maternity pay schedules, where relevant for staff concerned
- Work with Finance Officer to ensure monthly payroll data is exported into the Academy's main nominal ledger in line with the correct coding structure

Maintenance of the Academy's human resources systems, including:

- Draw up and issue employment offer letters and contracts of employment as well as associated amendments to existing contracts
- Assist in the administration of the Disclosure Barring Service (DBS) clearance processes for new staff, including ID document checks for supply and temporary staff
- Monitor receipt of signed contractual documentation, including DBS clearance, references, degree certificates and (where appropriate) - QTS status certification
- Maintain accurate and up-to-date staff records and associated filing, ensuring compliance with GDPR
- Maintain confidential staff records and ensure that staff data on management information systems (SIMS/SAGE) is kept accurate and up-to-date
- Record and monitor staff absences including the production of termly spreadsheet updates for the Leadership Group and line managers
- Record and monitor staff leaver information and notify associated parties of such changes (Building Services/ Reprographics/LRC/IT)
- Complete all starter, leaver and change of employment information in a timely manner
- Administer the annual school workforce census for authorisation and completion by liaising with the DfE.
- Produce documents, schedules, reports and spreadsheets for year-end audit purposes
- Maintain staff attendance records for the Staff Attendance Reward Scheme
- Issue annual leave cards to relevant associate staff and maintain leave records in respect of them
- Maintain staff personnel files ensuring all required documentation is received
- Maintain confidentiality on all staff-related matters and not divulge personal information without appropriate authorisation

### **Generic Requirements**

- It is a requirement of all posts within the Trust that Health and Safety requirements are upheld in the performance of duties
- All employees of the Trust are required to familiarise themselves with the employment policies of the Trust and with the Staff Handbook
- All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies and be subject to a DBS enhanced check

This job description is sufficiently detailed and covers much of the requirement of the role. You are, however, additionally required to undertake any other reasonable duties within the level of responsibility and grading of the post that timing permits as requested by the Vice-Principal.