

**Payroll Advisor Application Pack**

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# Letter from Cathie Paine, Chief Executive, REAch2 Academy Trust

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence, and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Cathie Paine**

**Chief Executive, REAch2 Academy Trust**

# Letter from Sue Northend, Director of HR, REAch2

Dear Candidate,

I’m delighted that you’re interested in the role of Payroll Advisor at REAch2 Multi Academy Trust, and I hope that the next few pages help to inform your application.

We are looking for a Payroll Advisor to join a well-established team of HR professionals providing a comprehensive generalist service to Headteachers and School Business Managers across the Trust. Working from home, you will work across all our primary academies. If you enjoy a challenge and pride yourself on the support you give to ‘customers’, this may be the role for you!

You will be the first port of call for information and advice in relation all staff payroll queries and ensure the accurate processing of academies’ payroll. Experience of using payroll systems is essential, as is a good understanding of teachers’ and support staff pay and the Burgundy and Green Book terms and conditions.

The role is integral to our HR Team and will work alongside HR Advisors to identify issues related to pay and resolve them. Identifying pay anomalies, investigating pay queries, correcting errors – some of which may be historical, is part of this role – so the Payroll Advisor must like a challenge and enjoy detective work!

REAch2 is keen to recruit the most talented professionals and recognises that different working patterns may help. Flexible working options, including part time and term time plus are available for this role. Some travel to school sites may be required.

If you feel that you have the qualities we are looking for, we invite you to submit an application. Details are at the end of this pack. If you would like to discuss this role informally, then please e-mail [hrsupport@reach2.org](mailto:hrsupport@reach2.org) and we’ll arrange a call.

**Sue Northend**

**Director of HR**

# Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)

# The role

**Payroll Advisor**

**Salary:** £33,939 (SCP 29) to £40,106 (SCP 35) per annum

**Location:** Remote based but national cover

We are open to **flexible working and term time working arrangements.**

**Funding for professional development available.**

We are seeking to recruit a professional, personable, and conscientious Payroll Advisor to join our Central team. This is a unique opportunity to become part of a hard-working, diligent, and fast-paced team who strive for the best and enjoy working together!

Working remotely, in a standalone role but as part of a team of six HR professionals, you will provide information and advice on payroll in relation to teaching and support staff to all our sixty schools.

You’ll be the first port of call for School Business Managers across REAch2 schools and you will provide guidance by email, Microsoft Teams, Zoom and over the telephone on pay policies and procedures.

REAch2 is a national family of primary academies, unswerving in our ambition to raise attainment and achieve excellence for all pupils. We are committed to enabling individual schools to flourish with a high degree of autonomy whilst benefiting from a strong culture of support and collaboration. It’s a real team effort which calls for the best professionals and there’s lots of scope to get involved in team projects and for personal and career development.

Experience of supporting managers is key. Travel may be required to school sites occasionally.

This is an opportunity to:

* Be part of a supportive school-focussed HR team
* Develop your career in a progressive Multi-Academy Trust
* Work alongside talented School Business Managers

You’ll be:

* Hold a relevant payroll qualification
* Experienced with working in a school environment, ideally primary
* Knowledgeable about Burgundy and Green Book terms and conditions
* Knowledgeable of teaching and support staff payscales / pay calculations
* Able to evidence a proven track record in a previous payroll processing role including advice and guidance to managers/schools
* An excellent communicator, both verbally and in writing
* Able to show initiative and a willingness to learn
* Hard working and with a great sense of humour!

We are committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. This post is subject to an Enhanced DBS check.

# The application

You are invited to submit an application form to [HRsupport@reach2.org](mailto:HRsupport@reach2.org)

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust’s online [Equality & Diversity Monitoring Form](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact Rowan Parry, Senior HR Business Partner at [rowan.parry@reach2.org](mailto:rowan.parry@reach2.org)

## The application process and timetable

|  |  |
| --- | --- |
| **Application deadline:** | 23rd September 2022 at Midday |
| **Interviews:** | TBC |
| **Start date:** | ASAP |

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

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# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that academies and academy personnel are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all of our pupils.

We have a principle of open competition in our approach to recruitment and will seek to recruit the best applicant for the job.  The recruitment and selection process aims to ensure the identification of the person best suited to the job based on the applicant’s abilities, qualifications, experience and merit as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system after six months from notifying unsuccessful candidates, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your details will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf).

# Job Description – Payroll Advisor

**Salary:** £33,939 (SCP 29) to £40,106 (SCP 35) per annum

**Reports to** HR Business Partner

**REAch2 is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An Enhanced DBS with Child Barred List check will be requested.**

**Job Purpose**

The Payroll Advisor ensures the timely and accurate processing of academies’ payroll, provides pay advice, and liaises with the payroll provider and Pensions Manager to resolve queries. Experience of using payroll systems is essential, as is a good understanding of teachers’ and support staff pay and the Burgundy and Green Book terms and conditions. This role will process the monthly payroll for academies where the School Business Manager (SBM) post is vacant to ensure that the Trust is compliant with pay procedures and contractual obligations.

The role is integral to our HR Team and will work alongside HR Advisors to identify issues related to pay and resolve them. Identifying pay anomalies, investigating pay queries, correcting errors – some of which may be historical, is part of this role – so the Payroll Advisor must like a challenge and enjoy detective work!

This role may need to work in a school occasionally, therefore flexibility with working hours and a willingness to travel is required, however the role will predominantly be home based.

**Key responsibilities**

Payroll processing

* Ensures the accurate and timely processing of payroll for academies without an SBM (up to ten schools) and provides cover if an SBM is absent from work.
* Supports the induction training of new SBMS to the Trust.
* Ensures the correct authorisation is in place for all transactions, complying with Scheme of Delegation.
* Maintains records of any pay changes, variations of amendments monthly when processing payroll for schools.
* Sets up new starters to the payroll system, creating an accurate record, liaising with the HR Advisor on the Contract of Employment, and ensuring all essential data is provided to the payroll provider. This would also include uploading P45s, HMRC Checklists to payroll system.
* Process leavers from the payroll including calculating final payments and holiday adjustments and redundancy.
* Records absence (sickness, maternity etc) and ensures sick pay is paid in compliance with regulation and in line with policy.
* Monitors and records temporary amendments eg overtime, casual hours ensuring required paperwork is completed to evidence these changes
* Ensure correct deductions are processed eg student loans, salary sacrifice schemes, childcare vouchers etc.
* Supports staff with tax related pay issues, being the liaison between HMRC, Payroll and employees. Manages annual pay progression uplifts, include but not limited to cost of living, apprenticeship uplifts.
* Support with submission of monthly pension contributions when necessary: Local Government Pension Scheme (LGPS) and Teachers Pension Scheme (TPS)
* Supports Pensions Manager with submitting Pensions Opt Out Forms to relevant payroll provider for processing.
* First point of contact for employee queries.
* Reports anomalies / risks to HR Business Partner

Payroll Support

* Assists HR Business Partner by carrying out school payroll audits and identifying areas for improvement or correction.
* Performs year end tasks eg supports production of P60s, keeps a breath of annual changes to Tax Code and NI Updates.
* Supports finance to close of year end queries such as per annum severance, ex gratia bonus reports. Provides payroll and school oncosts information for budget preparation (who would this be provided to)
* Liaises with payroll provider to ensure query resolution and deadlines are met in line with the SLA.
* Supports schools in their calculations for correct pay, including term-time and part-time workers
* Engages with HR Advisors, the Pensions Manager and Finance colleagues to resolve pay queries and ensure payroll is correct
* Ensures employees have access to online payslips and they have an understanding of their pay.
* Supports HR Advisors with correspondence and pay communications
* Shares learning with wider HR and SBM Teams.

HR Support

* Promotes compliance with HR policies and processes
* Drafts clear and accurate correspondence
* Assists in developing HR processes and HR documentation
* Supports the wider HR team with employee relations issues as and when necessary. Or during holiday periods, increased workload, and other absences.

Data, Reports and Records

* Collates data and supports the preparation of HR reports as required
* Collates information for national reports: Gender Pay Gap, Trade Union Facilities Time, Pay Progression
* Supports the collation of data for Subject Access Requests (SARs), and Freedom of Information requests
* Ensures information requests by the Office of National Statistics are fulfilled by the deadline

**Payroll Advisor - Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Right to work in the UK | **\*** |  |
| **Knowledge/Qualifications** | | |
| KCSIE |  | \* |
| Payroll qualification / schools experience | \* |  |
| Burgundy and Green Books / STPCD |  | \* |
| Up to date knowledge of payroll law | \* |  |
| Teachers / support staff pay scales | \* |  |
| Knowledge of pay calculations | \* |  |
| Good understanding of GDPR | \* |  |
| Competent user of Microsoft Office – including Office 365, Word, Excel, Powerpoint & Microsoft teams. | \* |  |
| Trust’s HR policies and procedures |  | \* |
| Understanding of TPS and LGPS | \* |  |
| Experience of payroll systems (eg iTrent) | \* |  |
| Understanding of sick pay / maternity and other pay arrangements | \* |  |
| **Experience and Skills** | | |
| Education sector | \* |  |
| Primary sector |  | \* |
| Payroll skills, maintaining records, updating systems, producing reports | \* |  |
| Excellent written skills – can compose a professional email / letter | \* |  |
| Professional telephone /zoom communication | \* |  |
| Excellent organisational skills / can prioritise workload and work to tight deadlines | \* |  |
| Builds good working relationships remotely | \* |  |
| Ability to understand / explain detailed information |  | \* |
| **Professional attributes** | | |
| Absolute confidentiality | \* |  |
| Attention to detail | \* |  |
| Can work independently | \* |  |
| Sensitive and empathetic when required | \* |  |
| Demonstrates personal and professional integrity | \* |  |
| Likes a challenge / takes initiative / ‘can do’ attitude | \* |  |
| Willing to learn and open to feedback | \* |  |
| Occasional travel to schools | \* |  |