

Support Staff Job Outline and Person Specification

Position Title	Payroll Coordinator
Location	Okehampton or Holsworthy
Reporting to	Payroll Manager
Job Term	Permanent
Hours	Full Time
Grade	D
Organisation	Dartmoor Multi Academy Trust
Effective date of JD	July 2021

There are currently 17 schools within Dartmoor Multi Academy Trust, 3 secondary and 14 primary schools.

On appointment, it is expected that the role will be based at our Holsworthy Skills Centre.

Summary of Roles:

This is an exciting opportunity to join the Trust and a newly forming People Team. The People Team sits within the Professional Services group.

The successful candidate will work in our new payroll function supporting the delivery of our in-house payroll and pension function. The role will provide an excellent opportunity for you to use your end-to-end payroll expertise while also being closely involved in developing the function and maximising the use of our Payroll System.

We think you should join us if:

- You have a strong and comprehensive working knowledge of what a payroll team does.
- Understand the legislation that applies to operating UK payroll including a thorough understanding of all aspects of PAYE – you know payroll inside out.
- You understand how pension schemes work, including automatic enrolment.
- You have experience of operating statutory absence payments including SSP, SMP, SPP, SHPP and SAP.
- You get your motivation from the excellent service you provide to leaders, line managers and employees.
- Proficient user of MS Office based solutions.
- You pay attention to the details.
- You are motivated and driven.
- You identify and volunteer for new challenges without waiting to be given them.

- You are able to handle difficult conversations sensitively, whilst tailoring your response to your audience.
- You are going to make the most of the time you spend with us and truly make a difference.

Main duties and responsibilities:

You will be responsible for delivering a first class payroll service to our employees and stakeholders. Subject matters include but are not limited to end-to end payroll processing, starters, leavers, maternity/paternity leave and pay, flexible working, and resolving pay/pension issues.

The role holder will be adaptable and resilient, ready to undertake a diverse range of tasks including the following:

- Calculating payrolls and submitting relevant returns and interfaces to third parties.
- Responding effectively to complex payroll related queries.
- Log and track queries.
- Resolving or escalating pay queries as appropriate to ensure prompt resolutions.
- Liaise with colleagues to ensure that outcomes from queries are accurately reflected in the payroll process.
- Understand, explain and operate pension schemes, including Teachers' Pensions and Local Government Pension Schemes.
- Understanding and applying UK Payroll legislation.
- Understanding and applying relevant pay related policies to resolve queries.

Essential Criteria

Payroll end-to-end processing experience– possess Payroll Qualifications (or working towards one)

Data Protection / General Data Protection Regulations Compliance

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy

- Use of Personal Devices Policy

You should note that a duty of confidentiality applies to all personal data they see prior to their first day of employment (for example, pupil lists for the purposes of lesson planning or other activities to support teaching and learning). This reflects the custom and practice of teachers' contracts of employment starting on the first day of term while recognising the need to be aware of and plan to support pupil needs.

All schools in Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure Barring Service (DBS).

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Experience	<ul style="list-style-type: none"> ◦ Payroll Processing end-to-end ◦ Pension Administration 	<ul style="list-style-type: none"> ◦ Payroll Qualificaiton 	<ul style="list-style-type: none"> ◦ Application
Practical Skills	<ul style="list-style-type: none"> ◦ have strong planning and organisational skills, with a keen focus on detail ◦ Inquisitive about the detail and accuracy ◦ Highly developed analytical skills 		<ul style="list-style-type: none"> ◦ Interview
Communication	<ul style="list-style-type: none"> ◦ Experience engaging with a range of stakeholders and the ability to adapt communications techniques to different audiences. 		<ul style="list-style-type: none"> ◦ Interview
Technology / IT Skills	<ul style="list-style-type: none"> ◦ Confident and proficient using payroll systems ◦ IT applications (such as MS Office) to manage daily activities, and produce papers, presentations and dashboards. 	<ul style="list-style-type: none"> ◦ PPM systems ◦ Ticketing systems ◦ Data/Analytics 	<ul style="list-style-type: none"> ◦ Interview
Physical	<ul style="list-style-type: none"> ◦ Able to carry out the duties of the post with reasonable adjustments where necessary 		<ul style="list-style-type: none"> ◦ Occupation Health Pre-Placement Health Check
Equal Opportunities	<ul style="list-style-type: none"> ◦ Dartmoor Multi Academy Trust is an equal opportunities employer. 		