

Job Description

Post: Business Support Assistant – Payroll and HR

Purpose

To challenge educational and social disadvantage in the North.

Duties and Responsibilities

- Live the mission, values and drivers every day.
- Support business services to ensure service targets are being met and all processes are followed.
- Support the business services team to instil processes, quality of service and industry best practices throughout your service area.
- Ensure all requests are logged and managed to completion on the service management tool.
- Provide a full payroll and pensions administration service, ensuring tasks are completed in a timely, accurate manner and in line with the agreed service standards
- Process monthly payrolls, ensuring all timesheets and other inputs are processed in iTrent in advance of prescribed deadlines.
- Process monthly BACS payments.
- Use the reporting facility within iTrent to provide reports for the purpose of compliance, audit and monitoring employee data.
- Contribute to year end processes and procedures, distribution of statutory forms (e.g. P60s, etc.) in line with HMRC timetables.
- Process benefits (e.g. pensions, private healthcare and fuel, etc.) through the payroll.
- Administer employee information within all pension schemes and co-ordinate provision of clean data to relevant third parties.
- Ensure pension joiner / leaver applications are processed in a timely manner for all employee arrangements.
- Update, maintain and forward all information and records regarding teachers' pensions, LGPS schemes to the relevant provider in line with published deadlines.
- Support with pensions auto-enrolment.
- Assist with delivering payroll and pension guidance training to new and existing academies.
- Assist with the set-up of new school schools and academies into the LGPS and TPS.
- Support with the monthly opt-out audit process.
- Support the wider business services function in respect of specific payroll queries and contribute to and support a shared HR administrative workload.
- Be a champion for our trust HR / payroll system, ensuring structures and employee records are maintained in line with expectations.
- Escalate issues, ensuring errors are remedied and preventative action is taken so they do not recur.
- Advise leaders and employees on pay and remuneration issues, including promotion and benefits.
- Take a flexible approach to work, supporting administration in other functions as directed.
- Maintain high levels of confidentiality when dealing with sensitive data and issues.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of our trust's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on our trust calendar.
- Consistently implement all trust policies and contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the business services team leader.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.