



**North East  
Learning Trust**

**PAYROLL ASSISTANT**  
Applicant information pack

# **Payroll Assistant**

## **Grade 3 SCP7 - SCP11**

### **£24,294 - £25,979 FTE**

#### **Permanent 37 hours per week**

Working for North East Learning Trust means joining one of the most successful and ambitious education trusts in the country and one of the largest school networks in the region. Our vision is simple and shared by all staff – that every child experience excellence every day – as part of the Trust Head Office team you will play an important role in supporting front line staff to deliver outstanding outcomes for children across our region. As we continue to expand, this is a great opportunity for you to grow and develop.

We are looking to appoint a self-motivated and enthusiastic Payroll Assistant to join our dedicated Head Office Finance team to support the Payroll Manager with the implementation of a fully integrated Payroll and HR system.

This postholder will support with the daily operations, accurately processing and administration of our payroll and pension information and maintaining the related systems.

#### **The successful candidate will:**

- Have previous experience of working in a payroll environment, with sound knowledge of payroll processes
- Have excellent IT skills
- Have excellent attention to detail and accuracy
- Be an excellent communicator
- Have a flexible approach to work

#### **We can offer:**

- Excellent working environment and ethos
- National Terms and Conditions of Employment (NJC Green Book)
- Access to the Local Government Pension Scheme
- Generous 32 days holiday entitlement, plus 8 days public holidays
- One paid Wellbeing Day per year
- Free on-site car parking
- Lifestyle savings and range of discounts from top retail brands
- Discounted gym membership
- Employee Assistance Programme offering free confidential advice and counselling services for staff and their family members.

**Deadline: 7<sup>th</sup> October 2024 (9am)**

#### **How to apply:**

Application packs can be downloaded from our website.

Application forms should be returned to [humanresources@nelt.co.uk](mailto:humanresources@nelt.co.uk) or by post to Human Resources, North East Learning Trust, Traynor House, Traynor Way, Whitehouse Business Park, Peterlee. SR8 2RU. You can if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.



## Job description

**Post title:** Payroll Assistant  
**Responsible to:** Finance & Payroll Manager  
**Responsible for:** Supporting the processing & administration of payroll & pensions  
**Salary Band:** Grade 3 SCP7 – SCP11

### Job Purpose:

To administer the Trust's payroll, providing essential support to the Payroll Manager ensuring the accurate, timely and effective processing of all payroll-related transactions while maintaining quality standards in accordance with Trust policies and statutory requirements.

Reporting to the Payroll Manager, the Payroll Assistant will provide administrative support for all payroll activities. The post holder will be responsible for accurately processing payroll and pension changes, maintaining related systems, and ensuring all payroll-related tasks are completed within required timeframes. Additionally, the Payroll Assistant will maintain up-to-date records in compliance with Trust policies and relevant legislation.

### Duties and responsibilities:

- Input and verify payroll data for accuracy under the Finance & Payroll Manager's direction.
- Process payroll records for joiners, leavers, retirements, and benefits accurately and on time, through monitoring of employee self-service workflows and other manual instructions.
- Calculate and process all payroll-related transactions, payments, deductions and statutory deductions.
- Prepare and review validation reports to reconcile payroll records and perform manual calculations of payments and statutory payments (e.g., SSP, SMP) when needed.
- Liaise with HR and business units on pensions, sickness, statutory leave, and staff changes.
- Issue tax forms (e.g. P45s) and manage system distribution of other statutory statements (e.g. P60's and payslips).
- Act as systems administrator for HR Information System, including security, configuration, and housekeeping.
- Maintain and update payment, deduction, and calculation parameters.
- Administer the payroll inbox and address payroll-related queries daily.
- Support colleagues and employees with payroll deadlines, submissions, and best practice guidelines.
- Engage with auditors, regulators, and software vendors as needed.
- Assist with special projects, audit, year-end routines and other tasks as assigned by management.

## General

- Maintain confidentiality and ensure compliance with payroll policies and regulations.
- To develop a good working relationship with colleagues and other stakeholders
- Provide excellent customer service and advice on pay, taxation, and national insurance.
- To work with the North East Learning Trust's Vision, Mission and Professional Behaviours.
- To keep up to date with CPD and legislation changes in relation to your job role.
- To attend training courses relevant to job role

**The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.**

## Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

## Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.



## Person Specification Payroll Assistant

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> <li>• 5 GCSEs grade 9-4 (A*-C) or equivalent, including English &amp; Maths</li> <li>• Relevant qualification(s) in Payroll or, an advanced apprenticeship as a Payroll Administrator or equivalent or the required experience</li> <li>• Commitment to continuous professional development</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Previous experience of working in a payroll environment</li> <li>• Sound working knowledge of payroll systems and necessary controls</li> <li>• Some experience/knowledge of working on the full end to end payroll process including knowledge of tax national insurance, statutory payments and pensions</li> <li>• Experience of accurately inputting data and maintaining records</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in Public Sector</li> <li>• Previous experience of using iTrent</li> </ul>
Aptitude and skills	<ul style="list-style-type: none"> <li>• Excellent IT skills, including the use of Excel</li> <li>• Excellent communication skills, both written and verbal</li> <li>• Excellent numerical skills</li> <li>• Ability to problem solving</li> <li>• Ability to maintain accurate records</li> <li>• Strong attention to detail</li> <li>• Ability to prepare, analyse and report information</li> </ul>	



Personal qualities	<ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> <li>• Initiative and ability to plan and prioritise workload to meet strict deadlines</li> <li>• The ability to work methodically</li> <li>• Ability to work flexibly according to the needs of the Trust</li> <li>• Committed to the principles of equality and diversity</li> </ul>	
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### References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

### DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

### Pre-occupational health:

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

### Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.

