

JOB DESCRIPTION

Job Title: HR, Payroll & Pensions Officer
Reporting to: Chief Financial Officer

Grade/Salary Range: Grade G 15-25

JOB PURPOSE

The HR, Payroll & Pensions Advisor will own and run the in-house payroll function end-to-end, with a high degree of accuracy, confidentiality, and compliance with statutory regulations and internal policies. The role includes responsibility for payroll management, employment tax, pensions administration (including the Teachers' Pension Scheme (TPS) and Local Government Pension Scheme (LGPS)), budget management, financial reconciliation, and HMRC liaison.

Alongside payroll and pensions responsibilities, the post-holder will provide HR operational support, as part of the HR team, across the full employee lifecycle. This includes HR systems administration, contract and policy management, employee relations support, absence management and data reporting.

In the immediate term, the post-holder will contribute to the implementation of a new integrated HR and Payroll system, while maintaining continuity of service using current arrangements.

MAIN DUTIES AND RESPONSIBILITIES

- HR/Payroll system administration including input, maintenance and reporting.
- Manage the full payroll cycle, delivering timely and accurate payments, resolving complex payroll scenarios, and ensuring HMRC/RTI compliance.
- Oversee payroll budgeting, reconciliation, and audit-ready record keeping.
- Act as the main contact for pension schemes, administering contributions, returns, auto-enrolment, and ensuring regulatory compliance.
- Support safer recruitment, GDPR compliance, and internal/external audits.
- Provide end-to-end HR administration and support to the wider HR team including absence management and data reporting.
- Prepare and quality-check HR documentation, maintain accurate employee records, and ensure data integrity across HR systems, in particular relation to Payroll.
- Drive continuous improvement and digital transformation initiatives to enhance HR, payroll, and pension's efficiency.

PROFESSIONAL VALUES AND PRACTICE

- Respect everyone's social, cultural, linguistic, religious and ethnic backgrounds.
- Build and maintain successful relationships with everyone, treating them consistently, with respect and consideration.
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from students and as outlined in the NAT Staff Code of Conduct.
- Work collaboratively with colleagues to meet the needs of all students (inc SEND students) in our Trust.
- To play a full role in the life of the Trust community.
- Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary.

STAFF DEVELOPMENT

To take part in the Trust's staff development programme by participating in arrangements for further training and professional development.

- To continue personal development in the relevant areas.
- To engage actively in the Performance Management Review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the Trust.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

- No direct budgetary responsibility.

OTHER SPECIFIC DUTIES

To be responsible for ensuring that the Trust's Safeguarding policy is adhered to, ensuring concerns are raised in accordance with this policy, including logging information on CPOMs.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager or Headteacher to undertake work of a similar level that is not specified in this job description.
Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all written and spoken aspects of the role with confidence in English will be required. Conversing at ease with the public including students, answer questions and provide advice, including the use of appropriate specialist terminology relevant to the job role/profession and where necessary for an extended period of time.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Date: December 2025

Safeguarding Statement:

This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The post holder is responsible for ensuring they adhere to the Trust's Child Protection Policy and that any concerns are raised in accordance with this policy. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant pre-employment checks.

PERSON SPECIFICATION

Job Title: HR, Payroll & Pensions Officer

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications, Training and experience	<ul style="list-style-type: none"> Educated to at least GCSE standard, with five passes at Grade C (or equivalent) including English and Mathematics. 	<ul style="list-style-type: none"> CIPD qualification or equivalent.
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> Experience providing HR operational support across the employee lifecycle. Understanding of HR policy, employment law fundamentals and good practice HR processes. Proven experience managing complex in-house payroll processing, end to end. Strong knowledge of payroll legislation, employment tax and other relevant statutory requirements. Ability to manage complex payroll calculations, including term-time-only and variable contracts. Budget management and payroll/finance reconciliation experience. Strong IT skills, experience with HR/payroll integrated systems, ideally Arbor/Access. Experience administering the Teachers' Pension Scheme (TPS) and Local Government Pension Scheme (LGPS). Experience of continuous improvement and innovation in payroll and pensions processes. Proficiency in Microsoft Office applications including Word and Advanced skills in Microsoft Excel including formulas and pivot tables. 	<ul style="list-style-type: none"> Familiarity with Microsoft Teams for communication and collaboration. Experience in an educational or public sector environment. Understanding of safeguarding principles in an educational setting. Familiarity with RecordMy or other safeguarding platforms. Experience in system implementation projects.
Work-related Personal Qualities	<ul style="list-style-type: none"> High level of accuracy, attention to detail and commitment to excellent service delivery. Professionally discreet and able to respect confidentiality. Flexible approach to tasks Self-motivated and willing to work as part of a team. Ability to work to deadlines and methodical approach to work. Good time management Ability to work closely with external agencies, and staff. Ability to differentiate activities 	

	<ul style="list-style-type: none"> • Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people. 	
Other Work Requirements	<ul style="list-style-type: none"> • Suitability to work with Children • Fluent in spoken and written English to an appropriate level for the role. • Right to work in the UK. 	