### Job Description

**POST:** Payroll and Pensions Officer

**LOCATION:** Middlesbrough and Hartlepool

**LINE MANAGER:** HR Manager

**JOB PURPOSE:**

To work with the HR Manager and Payroll and Pension Specialist/HR Advisor, to ensure the effective delivery of Payroll and Pensions within the School.

**Main Duties & Responsibilities:**

(This is a general indication of the type of duties to be undertaken and is not a definitive list)

1. Manage day-to-day activities to ensure efficient delivery of work to agreed deadlines to comply with legislative requirements;
2. Supporting the Payroll and Pension Specialist/HR Advisor in providing support and advice to all employees and line managers on all payroll and pension queries;
3. Ensure the School outsourced payroll services receive all the relevant data each month in order for employees to be paid correctly;
4. Ensure relevant information is given to payroll each month regarding pension contributions for each employee;
5. Process expense claims, overtime, sickness, holiday payments and ad hoc payments;
6. Check all payroll runs generated by the School’s outsourced payroll services to ensure that employees are being paid correctly;
7. Support the Payroll and Pension Specialist/HR Advisor with annual returns for both the Local Government Pension Scheme and the Teachers’ Pension scheme and HMRC are completed accurately and on time;
8. Update relevant payroll, pension and HR databases and systems;
9. Keep up-to-date of technical and legislative developments within the payroll and pensions industry;
10. Maintain and update manual and computerised files for each employee, to be responsible for the accuracy of data held, and to maintain effective filing systems for general Payroll documentation;
11. Maintain employee lists in real time;
12. Maintain employee details on the Teachers’ Pension system and Teesside Pension system;
13. Ensure all work is conducted with appropriate reference to confidentiality, and equality and diversity principles;
14. Updating and maintaining the Payroll Information System data;
15. Providing advice and assistance on Payroll policies, procedures, legislation, and enterprise agreements.
16. All staff members are responsible for safeguarding children and adhering to the principles and guidelines outlined in the Keeping Children Safe in Education framework.

**GENERAL DUTIES:**

* Ensure other members of the team have information to cover effectively for you in your absence.
* To engage in professional development and networking to ensure that professional, and strategic contributions are up-to-date.
* Ensure that the Corporation’s Health & Safety Policy is adhered to at all times and take responsibility for general health and safety housekeeping within your work area.
* Participate actively in the performance management scheme, agreeing objectives, attending reviews and undertaking professional development as required.
* Ensure that the Corporation’s Equality and Diversity policy is adhered to at all times and tackle or report discrimination and harassment wherever it occurs.
* Ensure the safeguarding of learners at all times and report any potential issues without delay.
* All employees are expected to be fully committed to policies/processes on equality, diversity, safeguarding and the Prevent Agenda.
* Any other duties commensurate with the nature and level of the post, as directed by the Payroll and Pension Specialist/HR Advisor, HR Manager, Vice Principal (Peoples Services) or the Principal.
* This list is not exhaustive and is only an indication of responsibilities.

**SAFEGUARDING**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment.  A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**EQUALITY, EQUITY, DIVERSITY AND INCLUSION**

At The Northern School of Art, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation.

## Person Specification

**Payroll and Pensions Officer**

| Specification, whether essential or desirable, and where the specification will be tested | ESSENTIAL | DESIRABLE |
| --- | --- | --- |
| Qualifications |  |  |
| Five GCSEs grades C or above (or equivalent) including English and Maths  | Y |  |
| Computer Literacy qualification, preferably in relation to the use of databases, spread sheets and word processing | Y |  |
| Payroll/Pension related qualification  |  | Y |
| **Experience/Knowledge** |  |  |
| Knowledge of payroll and pension legislation |  | Y |
| Fully conversant with Microsoft Word and Excel programmes | Y |  |
| Previous experience in a payroll/pension role, using spreadsheets and/or databases  | Y |  |
| Experience of using an extensive database for the input of information and extraction of data | Y |  |
| Experience of working with confidential and sensitive data – data protection  | Y |  |
| Experience of working in a College Administration role, or other public sector organisation – to provide basic knowledge of public sector terms and conditions and working practices |  | Y |
| Experience of working with children  |  | Y |
| An understanding of safeguarding principles, policies, and practices, including the Prevent duty |  | Y |
| **Preferred Skills / Abilities** |  |  |
| Access to transport for work purposes | Y |  |
| Attentive to detail and understand complex information | Y |  |
| Ability to maintain confidentiality of information | Y |  |
| Excellent prioritisation and organisational skills – able to work to deadlines, and ensure full tracking of data | Y |  |
| Proven numeracy skills  | Y |  |
| Ability to communicate effectively at all levels with college staff and external bodies | Y |  |
| Excellent verbal and written communication skills – able to write clear letters and documents | Y |  |
| Ability to work unsupervised and on own initiative | Y |  |
| Able to work with accuracy and speed  | Y |  |
| Pleasant and approachable manner | Y |  |
| Committed to regular updating of knowledge & skills | Y |  |
| Ability to deliver hours flexibly according to need |  | Y |