

Job Description

Post Details	Last Updated: April 2025
Job title	Payroll Manager
Department	Central Team
Grade	LPT Grade 10
Place of work	Learning Partners Academy Trust central team offices in Guildford with travel to other sites
Responsible to	Head of HR
Responsible for	N/A
Internal communication	Central team, schools' HR and Finance teams, school business professionals, headteachers
External communication	Payroll provider, government departments, benefits providers, supply agencies

A. Job Purpose Statement

Ensure the provision of an accurate, timely and efficient payroll and pension function across the trust, working closely with the trust's external payroll provider and providing effective support for school business professionals.

B. Key Responsibility Areas:

Manage the outsourced contract for payroll and pensions including ensuring all payroll processes are undertaken in line with finance policy, payroll procedures and the internal controls framework.

Provide training and ongoing support to School Business Professionals for all payroll related activities.

Create and maintain payroll procedures and guidance for the trust as well as processing central team payroll.

Onboard new schools in respect of payroll by acting as a liaison between School Business Professionals, Local Authorities, outsourced payroll and pension providers.

Support project work as directed by the Head of HR.

C. Core Purpose of Role

This is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities.

Monthly Payroll Support and Processing

- Ensure the provision of an effective, accurate and timely payroll and pension function.
- Own the relationship with the external payroll provider, as well as being the main point of contact and liaison between the payroll provider and school business professionals.
- Liaise with external payroll provider on a monthly basis to ensure accuracy in pay calculation in relation to starters, leavers, overtime, contract changes, annual reviews, sickness, maternity, deductions and unpaid absence.
- Provide support and training for School Business Professionals and/or Hub Leads with all aspects of payroll, salary calculations and non-standard queries.
- Liaise with payroll provider to ensure compliance with all statutory requirements of PAYE, HMRC, NI and Pension schemes as well as resolving and all non-standard queries.
- Take ownership of issues and their resolution and monitoring of support tickets.
- Ensure internal control framework is maintained and payroll changes are appropriately authorised.
- Ensure payroll journal data provided to finance teams on a monthly basis is accurate, timely and in the required format.
- Provide monthly payroll amendment reports to finance teams, for input into staffing budgets.
- Ensure HR system is monitored and maintained with accurate employee details and accurate pay scale information.
- Liaise with pension providers on pension matters and disseminate information to Trust staff when required and advise on normal age and early retirement procedures.
- Ensure all taxable allowances are declared via P11d's and that policies, procedures and guidance in relation to these is maintained.
- Produce information and reports as required by the COO and Heads of Service.
- Develop and oversee a payroll service desk for staff queries including monitoring payroll email inbox, developing dedicated SharePoint pages and providing relevant and up-to-date pay related information to staff.
- Administer all salary sacrifice schemes including childcare vouchers, electric vehicle and cycle to work scheme.
- Ensure any wholesale changes to NI, tax, maternity, pay scales and so forth are communicated with the payroll provider and correctly applied across all schools.
- Administer all pay changes and other payroll related tasks including the production of annual pay statements for the central team.
- Support the Head of HR with reports and preparation work as required for Resources and Remuneration Committee meeting.

Onboarding New Schools

- Ensure accurate payroll data is obtained for new schools joining the trust, working with incoming payroll providers, School Business Professionals and/or Hub Leads, and the trust payroll provider to set up and complete parallel runs.
- Work with pension providers (LGPS and TPS) to ensure relevant paperwork and agreements are in place pre-conversion as well as ensuring relevant access is arranged post conversion.
- Work with COO, Head of HR and the wider finance team as part of due diligence and set-up of new schools, including delivering payroll system training and support.

Project Support

- Support COO, Head of HR and Head of Finance with contract management and future tenders of HR systems and payroll providers (including consideration of a switching to in-house payroll provision).
- Support Head of HR and Head of Finance with implementation of any resulting changes to payroll provision and/or systems, including bulk data transfers.

- Support Head of HR and other Heads of Service with project costings relating to People Strategy initiatives
- Support the Head of HR with Pay Standardisation across the trust.
- Lead on exploring possible new schemes and benefits for staff.
- Support the Head of HR and the wider HR team with other project work.

Policies, Audit and Regulatory Compliance

- Work with Head of Finance and Head of HR to create SOPs for payroll administration and authorisation in schools.
- Uphold the internal control framework for payroll changes, aligned with the main finance policy and recommend enhancements, including training of School Business Professionals and/or Hub Leads at network meetings.
- Support the Head of HR with mandatory reporting including monthly ONS surveys, Gender Pay Gap.
- Work with the Head of HR to improve accuracy of HR systems, the development of KPIs and internal HR audits in school.
- Support with Auto-Enrolment as per the legislation.
- Support the internal and external audit process by providing timely and relevant information in relation to payroll, pensions and processes.
- Keep abreast of all legislative changes that impact payroll, and ensure these are built into trust policies and procedures, as well as providing necessary information and training at school level.

This list is not intended to be exhaustive. This is a new role within the trust and may evolve over time as the trust expands, and in particular, should the decision made to bring payroll in-house.

D. Expectations

The post holder is expected to take a leadership role in promoting the Learning Partners values:

Ambition for All – we will always strive for excellence – in every school, for every child.

Better Together – we will collaborate and work together in partnership with others to improve outcomes for all.

Learning that Inspires – We will enable everyone to access inspirational and thoughtful learning, stretching their horizons.

Brave Innovators – We will restlessly pursue creative and innovative ways of enriching the education of all children.

Guided by Integrity – We will be open, transparent and make decisions fairly.

All Learning Partners staff are expected to:

- Contribute effectively to raising student achievement and maintain a positive and supportive culture where all can fulfil their potential and be happy.
- Positively support equality of opportunity and equity of treatment to colleagues and students.
- Help maintain a safe working environment by:
 - Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
 - Following local codes of safe working practices and the School's Health and Safety Policy.

This post is classified as having substantial access to children and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

Learning Partners Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

E. Summary

Every effort has been made to explain the main duties and responsibilities of this role, however, each individual task undertaken may not be explicitly identified. You will be expected to comply with any reasonable request from the CEO and your line manager to undertake work of a similar level not specified in this job purpose.

As the Trust and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The Trust expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training if necessary.

Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.

F. Person Specification

This section describes the knowledge, experience and competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

		Essential/Desirable
Education & qualifications	<ul style="list-style-type: none"> Educated to A Level standard or equivalent with GCSE grade C/4 or above in Maths and English 	E
	<ul style="list-style-type: none"> CIPP qualified (Level 4 or above) or qualified by experience 	E
Knowledge/ experience	<ul style="list-style-type: none"> Minimum of three years' experience in a similar role 	E
	<ul style="list-style-type: none"> Previous experience working in a multi academy trust or the education sector 	E
	<ul style="list-style-type: none"> Comprehensive knowledge of PAYE, payroll regulation and pensions framework 	E
	<ul style="list-style-type: none"> Knowledge of the regulatory framework for multi academy trusts 	D
	<ul style="list-style-type: none"> Experience of working within rapid change and growth 	D
	<ul style="list-style-type: none"> Experience of internal/external audit 	D
Skills/abilities	<ul style="list-style-type: none"> Proficient use of HR/Payroll systems 	E
	<ul style="list-style-type: none"> Well organised and able to manage and prioritise a diverse workload 	E
	<ul style="list-style-type: none"> Experience of calculating salaries, understanding term time pay calculations and a good understanding of the STPCD 	E
	<ul style="list-style-type: none"> Able to respond flexibly and adapt to changing deadlines 	E

	<ul style="list-style-type: none"> • Able to train non-payroll specialists and other school based staff 	E
	<ul style="list-style-type: none"> • Able to deal with external providers and use initiative and think through problems to find solutions 	E
	<ul style="list-style-type: none"> • Attention to detail and ability to check for accuracy 	E
	<ul style="list-style-type: none"> • Able to work as part of a team with a strong focus on working together to achieve results 	E
	<ul style="list-style-type: none"> • Full driving licence to enable movement between sites 	D
Aptitudes/ personal qualities	<ul style="list-style-type: none"> • Discretion and integrity 	E
	<ul style="list-style-type: none"> • Calm under pressure 	E
	<ul style="list-style-type: none"> • Flexible in approach to meet changing departmental needs 	E

Signed (postholder): _____

Date: _____