



Candidate brief for the position of:

## **Payroll and Pensions Administrator**

Bullers Wood Multi Academy Trust

Application Deadline: Wednesday, 2<sup>nd</sup> December 2020 – 9.00am





Dear Applicant

Thank you for expressing an interest in the post of Payroll and Pensions Administrator at Bullers Wood Multi Academy Trust. The information in this pack will, we hope, give you a good flavour of the school, as well as the application procedure and I hope having read it, you will decide to apply.

This post is available now and offers an exciting opportunity to join an enthusiastic staff who are committed to making a real difference.

The Trust was formed in February 2018 following a successful application under the Free Schools programme to open a secondary boys' school to join the existing and very successful girls' school and offers opportunities for enhanced professional and career development for colleagues working within the Trust.

The Girls' school was last fully inspected by Ofsted in May 2011 and we were awarded Outstanding. The report is available on our website. We are very proud of our achievements and in recent years we have been congratulated by the Minister of State for Schools on our achievements at GCSE level, placing us in the top 100 non-selective state-funded schools in England. In addition, we were in the top 100 for pupils achieving the English Baccalaureate. We have also regularly been in the top 10% nationally (out of over 2,500 schools and colleges) for our A level performance assessed by ALPS.

The successful candidate will join the Trust at an exciting time as September 2018 saw the opening of a new secondary free school, Bullers Wood School for Boys.

When completing the application form, please follow the instructions below and demonstrate clearly how you meet the person specification and job description.

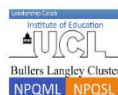
If you have any questions, please contact Gill Newton, HR Manager on 0208 467 2280 ext 359 or email [gnewton@bwsgirls.org](mailto:gnewton@bwsgirls.org)

We very much hope to receive your application.

Yours sincerely

T Millar  
Executive Headteacher

q u o d p o t e s t e n t a





## Overview

The position reports to the Human Resources Manager.

## Person Specification

### Essential:

#### Skills/competencies:

Good numerical skills

Good IT skills including Excel

Able to communicate with client/colleagues/HMRC/Agencies

Prioritising workload to meet strict deadlines

#### Personal qualities:

Proactive

Attention to detail

Able to work accurately under time pressures

Able to work unsupervised

Prioritise workloads

The successful candidate must be willing to uphold the ethos and policies of the school, including the commitment to safeguarding and promoting the welfare of children and young people.

## The Role

<b>Position:</b>	Payroll and Pensions Administrator
<b>Reports to:</b>	Human Resources Manager
<b>Hours of Duty:</b>	15 hours - three days per week to be worked flexibly to ensure all deadlines are met
<b>Contract:</b>	37 weeks p.a.
<b>Holiday:</b>	To be taken during school holidays unless otherwise agreed
<b>Core purpose:</b>	To provide a full payroll and pensions service for the Trust.

#### Main purposes of job:

Processing end to end payroll monthly

Processing Auto Enrolment pension contributions and assessing eligibility

Preparing pension files and uploading to relevant provider

Preparing bank payment files and processing payments

Producing summary documents and reports

Issuing documents for employees including payslips and P45's

Dealing with staff, HMRC, pension and statutory enquiries/notices



To provide accurate payroll information to clients and provide a comprehensive payroll service for staff.

To adhere to statutory deadlines.

To fulfil duties in reporting and responding to government agencies

**Key tasks:**

Processing Trust payroll to provide gross to net reports, payslips, pension information and communications dealing with all payroll and employment enquiries.

Send RTI submissions for PAYE and communicating with Teachers Pensions and LGPS and completing monthly and end year returns.

Review and action HMRC notices.

**Knowledge:**

Knowledge of payroll legislation

Employment Law

**Previous experience:**

Processing SAGE payroll

Dealing with HMRC queries

Experience of processing end to end payrolls

Experience of SAGE payroll.

Up to date knowledge of all payroll legislation including SSP, SMP, Tax, NI, RTI auto enrolment

Processing starters and leavers

Processing statutory payments

Previous use of payroll software

RTI submissions

Working to deadlines

Manual payroll calculations

Managing pension contributions

Substantial experience of administrative work

Providing staff advice and clarification

Effective communication

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the post holder.

**Salary**

BR8 – Salary will be in the range £27,408 - £29,105 pro rata for the hours and weeks worked.

## Application Procedure

- i. Read carefully all the information about this post



- ii. If you have any questions, please do not hesitate to telephone or email *Gill Newton, Human Resources Manager, on ext 359 or [gnewton@bwsgirls.org](mailto:gnewton@bwsgirls.org)*. Please also contact her if you wish to visit the school before applying.
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. *It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.*
- iv. In section 9 Letter of Application, please tell us
  - Why you are applying for this post
  - How your experience, skills, training and/or qualifications equip you for it i.e. how you meet the person specification and requirements of the job description.

Send your completed application form by email (if downloaded from our website) or through the post to:-

Mrs Gill Newton  
Human Resources Manager  
Bullers Wood School  
St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ

[gnewton@bwsgirls.org](mailto:gnewton@bwsgirls.org)

Please send your application by Wednesday, 2<sup>nd</sup> December 2020 – 9am.

## Appointment Process

- i. Suitable applications will be shortlisted for interview as quickly as possible.
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

- iii. Candidates called to interview will
  - be given a tour of the school
  - usually have an opportunity to meet with members of the department
  - normally be expected to conduct a short task.
  - Have an interview.



## Pre-employment Checks

Bullers Wood Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

## Policy on Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

