

# Payroll and Administration Assistant Information for Applicants



Longfield Academy Trust  
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[www.longfield.uk.com](http://www.longfield.uk.com)

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# About us

Welcome to Longfield Academy Trust. The Trust is founded on the principle that every pupil is entitled to the best education and should be given the opportunity to fulfil their potential. All academies within the Trust, whether sponsored or converter are expected to be distinctive, independent organisations with their own ethos, who can deliver high standards in their own right.

Each school should be an improving school; developing young people who achieve highly and are well rounded, ambitious individuals who are equipped in all respects for a modern, diverse society. The Trust's challenging, supportive leadership and management can enable schools to transform attitudes and outcomes.

Regardless of background every pupil who comes to one of our schools will have an exceptional educational experience which will meet their individual needs and abilities.

To enable us to do this we require the best staff who are dedicated to the school and strive to achieve the best outcomes for our pupils.

On joining Longfield Academy Trust you will benefit from an exceptional continuous professional development programme, informal and formal opportunities for progression and a welcoming and supportive environment in which to develop your career.

We would encourage you to come and visit the Trust and see what we do. I look forward to receiving your application.

**Susan Johnson BA (Hons) NPQH**  
**Executive Headteacher**





## Payroll and Administrative Assistant

Full-time/Permanent  
Full-year

Grade J – £17,372 to £18,376 per annum

This new post will play an important role in supporting the payroll and business functions of the Trust. Based within the Finance Team you will work closely with the Financial Analyst to process and produce the monthly payroll for all Trust staff. The successful candidate will also work across the Finance and HR functions supporting key processes such as recruitment, procurement, banking and contracting.

To succeed in this role you will have at least a level 3 qualification in Business Administration or equivalent, supported by good numeracy and literacy skills. You must have at least a years' experience working in a busy payroll environment in addition to experience of working with financial systems and procedures. Knowledge of data protection and confidentiality requirements, excellent ICT skills and a high level of personal effectiveness are also essential. A relevant payroll qualification would be an advantage.

To discuss the post or arrange a visit please contact Mr A Collishaw, Finance Director on (01325) 380815.



# Job description

<b>Job Title:</b>	Payroll and Administration Assistant
<b>Grade:</b>	Grade J
<b>Working Arrangements:</b>	Full-time, Full-year
<b>Job Purpose:</b>	Working closely with the Financial Analyst to provide a highly effective monthly payroll service  To undertake a range of administrative and clerical duties within the HR and Finance Teams to support the provision of professional and efficient service

## **Main responsibilities:**

- ◆ To assist in the monthly payroll process for the Trust, including processing of payroll amendments including timesheets, car mileage, sick/maternity pay, starters/leavers, change of address and change of bank details
- ◆ To run the monthly payroll in the absence of the Financial Analyst ensuring staff are paid accurately and in a timely manner
- ◆ To produce and distribute monthly payroll slips, P60s, P45s and other statutory payroll statements
- ◆ To ensure the payroll system adheres to all statutory requirements including monthly checks of the gross to net pay calculation
- ◆ To assist in the completion of monthly payroll returns and documentation including Teachers' Pensions, Local Government Pension Scheme, HMRC and Unions
- ◆ To assist in the monthly reconciliation of the payroll control account
- ◆ To calculate occupational and statutory sick pay entitlements in line with the relevant terms and conditions of service and notify staff prior to the exhaustion of their entitlements
- ◆ To calculate occupational and statutory pay entitlements for maternity, paternity, adoption and shared parental leave in line with statutory and policy provisions and communicate these to employees as required
- ◆ To undertake the administration of the sickness insurance scheme ensuring claims are made in a timely manner to maximise the income to the Trust
- ◆ To support the recruitment of new staff including receiving and recording applications, producing and preparing recruitment and interview documentation, escorting candidates and checking qualifications and documentation
- ◆ To provide general administrative support to the HR team including updating computerised and manual records, producing and distributing correspondence and preparing contract documentation

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# Job description

## **Main responsibilities (continued):**

- ◆ To assist budget managers with the procurement process including seeking best value quotes, raising purchase orders, processing of authorised invoices whilst following the Trust's financial regulations
- ◆ To assist with the daily banking of income received by the Trust ensuring cash is stored securely and accurately recorded
- ◆ To assist with the collation and financial management of payments for School Trips, Pupils School Lunches and Uniform purchases
- ◆ To assist with the maintenance of supplier master file in the Academy's financial management system
- ◆ To process journals/budget virements as directed
- ◆ To assist with the management of service contracts on behalf of budget holders
- ◆ To design, develop and manage both financial and non-financial, systems and procedures, to ensure the efficiency and accuracy of school information and data
- ◆ To provide cover for other staff including reception and telephone duties
- ◆ To undertake specific assignments as directed by senior staff including the Finance Director and HR Director
- ◆ To safeguard and promote the welfare of pupils to include adhering to all specified procedures and school policies
- ◆ To respect confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
- ◆ To support and promote the ethos and wider life of the school and to make a contribution to this shared responsibility
- ◆ To take reasonable care of one's own health and safety and that of others and informing relevant staff of any concerns with regard to health and safety
- ◆ To adhere to the policies and procedures of the school and Trust and ensure one's individual performance and actions comply with these
- ◆ To be informed about the financial basis of the operation of the school and to assist in seeking ways of deploying and maintaining resources to the maximum benefit of the pupils

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# Job description

- ◆ To supervise the use and care of the School fabric and equipment by the pupils and to ensure their adherence to relevant health and safety regulations
- ◆ To engage actively in the Appraisal process with the aim of improving individual and Trust performance.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. The duties should not be considered as exhaustive and may vary or be added to from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

We are passionate about safeguarding the welfare of pupils and maximising their life chances. We expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service criminal records check for work with children.

# Person specification

## Key

- A - Application Form including personal statement
- S - Selection process including interview and in-tray exercises
- R - Employment references
- C - Certificates
- D - Enhanced Disclosure and Barring Service Criminal Checks

	<b>Qualifications, Education and Training</b>	<b>Essential/ Desirable</b>	<b>Stage Identified</b>
1.	NVQ Level 3 in Business Administration or equivalent qualification in relevant discipline	E	A, C
2.	Level 3 qualification in payroll or pension administration or willingness and ability to undertake	D	A, C, S
3.	Good level of numeracy and literacy skills supported by relevant level 2 qualifications	E	A, C
	<b>Experience and Knowledge</b>		
4.	At least one year's payroll experience gained in a busy environment	E	A, S, R
5.	At least one year's experience of financial systems and procedures	E	A, S, R
6.	Experience of dealing with more than one pension scheme and varying terms and conditions of service	D	A, S
7.	Knowledge of Teaching and Local Government terms and conditions of service	D	A, S
8.	Experience of establishing and maintaining a range of management information systems and spreadsheets including ensuring accuracy	E	A, S, R
9.	Working knowledge of recruitment and selection processes	D	A, S
10.	Experience of invoice and ordering procedures	E	A, S, R
11.	Knowledge of Data Protection requirements and understanding of confidentiality	E	A, S, R

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# Person specification

	<b>Experience and Knowledge (Cont.)</b>	<b>Essential/ Desirable</b>	<b>Stage Identified</b>
12.	Awareness of child protection issues	D	A, S
13.	Experience of using computerised payroll, Finance and/or HR systems	D	A, S, R
	<b>Skills</b>		
14.	Ability to work successfully as part of a team and prioritise own work with minimum supervision	E	S, R
15.	Ability to communicate both orally and in writing to a wide range of audiences	E	A, S, R
16.	High level of personal effectiveness including excellent organisational skills	E	S, R
17.	IT literate, capable of using MS Word/Excel and office packages	E	A, S, R
18.	Excellent attention to detail and ability to work quickly and accurately	E	A, S, R
19.	Ability to work under pressure to tight deadlines on a number of conflicting projects	E	S, R
20.	Ability to present information in a logical and systematic manner and interpret figures	E	A, S, R
21.	Willingness to engage with appraisal, development and training opportunities and apply the knowledge and skills gained	E	S, R
22.	Ability to work in a calm and professional manner with both colleagues and pupils	E	S, R
23.	Ability to promote fairness and demonstrate high personal standards	E	S, R
24.	Ability and commitment to understand and comply with school and Trust policies and procedures	E	S
	<b>Special Requirements</b>		
25.	Suitability to work with children	E	S, R, D
26.	Ability to form and maintain relationships and personal boundaries with children	E	S, R, D
27.	Capable of independent travel to meet the requirements of the post	E	A, S

# How to apply

## Named Contact

Should you wish to discuss this post or arrange a visit please contact Mr A Collishaw, Finance Director, Longfield Academy Trust, on (01325) 380815.

## Application Process

To apply for this post please complete the Application Form - Support Staff and submit this to the HR Team by the closing date. This can be done via e-mail or by post to the address below.

Application Forms are available to download from the vacancies page on the Longfield website [www.longfield.uk.com](http://www.longfield.uk.com). Alternatively, please contact the HR Team as below:

- ◆ By phone - (01325) 348112
- ◆ By e-mail - [recruitment@longfield-trust.co.uk](mailto:recruitment@longfield-trust.co.uk)
- ◆ By post - The HR Team, Longfield Academy Trust, Longfield Road, Darlington, DL3 0HT

Please ensure that you refer to the criteria in the Person Specification when you make an application as these will be used to compile the short-list for interview.

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# How to apply

## **Closing Date**

The closing date for this post is **12 noon on Friday, 15th July, 2016**

## **Interview Date**

The selection process for this vacancy will take place on **Wednesday, 20th July, 2016**.

## **Interview Arrangements**

If you are shortlisted for this vacancy we will contact you by post to notify you of the interview arrangements. If there is less than one week between the shortlisting and interview dates then we will also e-mail the interview arrangements to you and contact you by phone.

Please feel free to contact the HR Team at any time should you wish to enquire about the progress of your application.

## **Location**

The successful applicant for this post will be based at Longfield Academy of Sport but may be required to travel to and work at other schools within the Trust.

## **Pre-employment Vetting**

The successful candidate for this role will undergo a range of pre-employment vetting checks prior to appointment including enhanced Disclosure and Barring Service criminal records check for work with children including barred list check, identity, qualifications, medical screening and satisfactory employment references.

