



TEACH POOLE – MULTI ACADEMY TRUST

JOB DESCRIPTION

Job Title:	Trust HR and Payroll Assistant
School:	TEACH Poole
Salary Grade:	F (Point 12 - 17)
Responsible to:	HR/Payroll Manager
Responsible for:	N/A
Contracted Hours:	13.5 hours per week + Inset Days + 1 week
Weekly Times:	Hours TBC

Main Job Purpose

- 1) Operate, maintain and develop the administration of HR and Payroll procedures and systems of the school.
- 2) Liaise with relevant outside agencies in relation to management issues specific to the area of responsibility delegated to the post holder.
- 3) When required, support the administration team with general office duties in the base-office.
- 4) To support the accurate and timely running of the company's monthly payroll and associated payroll activities.

Main Responsibilities and Duties

The post holder will operate in the following function areas.

Human Resources

- 1) Administration of HR activity on the Trusts MIS system i.e. staff absence, return to work, overtime and contract changes.
- 2) Oversee the administration of personnel and payroll information and be responsible for the security of all personnel files and data held within schools.
- 3) Arrange supply cover for teaching and support staff.
- 4) Ensure all paperwork is electronically stored on the system and stored in line with retention guidelines.
- 5) Assist with recruitment, as required, to include the creation of adverts, screening of references to ensure they meet our safeguarding requirements, scheduling interviews and the associated paperwork.
- 6) Obtain appropriate legal advice, where necessary.

HR and Payroll Management Information Systems

- 7) Promote the use of ICT for administrative purposes and be responsible for the returns of essential reports.
- 8) To effectively use the HR and Payroll systems i.e. EduPay, Budget Planner, Recruit, Health Assured, DBS Online, where required.
- 9) Under the direction of the HR / Payroll manager effectively collate starter and leaver information for the maintenance of the Single Central Record.
- 10) Provide a comprehensive administrative, clerical and secretarial service.

Administration – main responsibilities and duties

- 11) Word-process letters, reports, flyers, newsletters, posters, forms and templates on behalf of school staff.
- 12) Undertake pre-employment checks for new staff. To include 'Right to Work', overseas checks and Teacher and Management Prohibition Checks.
- 13) Under the direction of the HR / Payroll manager, assist with the completion of the annual School Workforce Census.
- 14) Update the individual schools budget planner with any contract amendment details.
- 15) Assist the HR / Payroll manager with the monthly payroll reconciliation checks.
- 16) Undertake all the necessary safeguarding checks for volunteers and clubs within TEACH, liaising with offices to ensure lists are current.
- 17) Assist with the day-to-day administration of the LGPS and TPS.
- 18) Undertake secretarial duties such as diary management for the Head of School, preparation of papers for meetings and taking and typing up minutes of meetings.
- 19) Undertake data entry for example, assessments on pupil progress and attendance, and admissions and entrants.
- 20) General office duties such as photocopying, faxing and filing.
- 21) Use ICT systems and programmes to assist in the production of reports such as transfer data, term and annual attendance returns and other school data returns such as the annual school census.
- 22) Undertake receptionist duties such as welcoming and assisting visitors to the school in accordance with security procedures, taking telephone calls and operating the switchboard. Deal with the receipt of deliveries and contact the necessary department or caretaker for collection.

Health and Safety

- 23) Meet with the named personnel for Emergency Aid in the school to ensure that First Aid and administration of medicine are implemented.
- 24) Work with appropriate managers to ensure that the school is working within all health and safety legislation.

Other duties

- 25) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 26) Comply with all decisions, policies and standing orders of the Trust and the Borough of Poole; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 27) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure.

Knowledge and Skills

- 1) Ability to undertake work of a variety of advanced tasks, confined to one function or area of activity, which requires detailed knowledge and skills in a specialist discipline.

Creativity and Innovation

- 1) The post holder may be required to write HR and Payroll related letters following legal guidance from appropriate bodies.
- 2) The post holder is likely to audit, improve or design new HR and Payroll administration operating policies and procedures to comply with regulations.
- 3) The post holder is expected to keep their knowledge and skills up to date in line with National and legal frameworks.

Contacts and Relationships

- 1) Contacts will be on a range of subjects and the outcomes may not be straightforward: the post holder will need to liaise with a range of contacts and maintain relationships both internal and external to the school.
- 2) Report to the senior leadership team and give advice and recommendations based on this information.
- 3) Liaise with contacts within school: with staff, parents/carers, and pupils.
- 4) Maintain contact with external agencies by telephone or by filing statistical or financial returns: for example, the Borough of Poole and the Department for Education.

Decisions

- 1) The post holder will need to make decisions where there is a wide range of choices following appropriate HR and Payroll advice.
- 2) The post holder may be required to give advice and make recommendations to the Heads of Schools, or senior leadership team regarding staffing, HR issues, and achieving best-value outcomes.
- 3) The post holder may also have responsibility regarding operating procedures and prioritisation and allocation of work.

Resources

- 1) The post holder will be responsible for the proper use and safekeeping of ICT equipment and sensitive electronic data.

- 2) The post holder will be responsible for the accurate handling and security of all HR related information, contracts and records.

Work Environment

- 1) Work is subject to changing deadlines, circumstances and problems.
- 2) Work requires normal physical effort and is conducted in a normal office environment.
- 3) May involve some contact with difficult-to-manage pupils, parents/carers and visitors.
- 4) The post holder will be expected to work across all Trust schools.

Prepared By: TEACH Poole
Date: January 2025



PERSON SPECIFICATION

Job Title:	Trust HR and Payroll Assistant
School:	TEACH Poole – (initially based at Canford Heath Infant School)
Salary Grade:	F (Point 12 - 17)

ATTRIBUTES	CRITERIA (d) desirable (e) essential	METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none"> • Administrative experience in a public sector/school environment (d) • Experience of HR and Payroll procedures (d) 	Application form Interview References
Qualifications and Training	<ul style="list-style-type: none"> • 5 GCSEs with a minimum grade of C or above in English and Mathematics (e) • NVQ level 3 in business administration or equivalent experience (d) • CIPP Qualification or equivalent (d) • CIPD Qualification or equivalent (d) 	Application form Certificates Interview
Aptitudes and Abilities	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Good numeric skills • Excellent planning and time management abilities • Ability to draft reports for the Headteachers and senior leadership team • Ability to work effectively under pressure and manage a range of competing tasks to achieve successful outcomes within fixed timescales • Ability to find innovative ways of problem-solving and find new ways of improving services • Diplomatic, persuasive, and influencing skills • Ability to handle confidential information with discretion 	Application form Interview References Aptitude testing
Knowledge	<ul style="list-style-type: none"> • Able to understand and explain legislative and regulatory information relating to schools. • Knowledge of Microsoft Office suite, EduPay, Recruit, Health Assured and DBS Online (desirable). • ICT awareness including the ability to manage and interrogate database systems. • Excellent interpersonal skills required dealing with a variety of customers and suppliers. • Knowledge of school's fire and emergency procedures • Knowledge of Safeguarding procedures 	Application form Interview References

Attitude / Motivation	<ul style="list-style-type: none">• Strong commitment to customer care and in delivering high quality services• Flexible and self-motivated	Application form Interview References
Other Factors	<ul style="list-style-type: none">• Ability to manage and prioritise a busy workload• Commitment to Equal Opportunities• Enhanced DBS check	Application form Interview References DBS process