



The Collegiate Trust
Exceptional Education for All

PAYROLL & PENSIONS OFFICER

Information for Applicants

Location **The Collegiate Trust, at Riddlesdown Collegiate, Croydon**

Required **ASAP**

Terms **Full time, permanent**

Salary **TCT S28 £29,157 pa – TCT S30 £31,183 pa**

Interviews **As applications are received**

Closing date **28th September 2022**





The Collegiate Trust
Exceptional Education for All

Our Partnership of Academies

The Collegiate Trust exists to improve education in Crawley, Croydon and surrounding areas. We work in partnership with academies whose values and approaches align with ours, and who want to work collaboratively within a forward thinking and ambitious organisation.

Academies in The Collegiate Trust

- maintain a strong individual identity within a powerful local partnership
- work collaboratively to improve education in each of our partner schools
- achieve value-for-money on highly cost-effective services delivered through the Trust
- have the opportunity to contribute to the development of outstanding new provision where it is needed, through the free schools programme
- drive forward standards within their school under a well-supported but autonomous Principal and a strong Local Governing Body
- deliver our mission of **Collaboration to Deliver Exceptional Education** and achieve our vision of **Exceptional Education For All**



Our Vision

Our vision for The Collegiate Trust is to deliver **Exceptional Education for All** in safe and nurturing environments.

Such an exceptional education has three features:

- A rigorous academic education which makes sure young people have a rich understanding and knowledge of a wide and relevant curriculum
- A set of creative learning experiences which involves all young people in (and develops an appreciation and understanding of) the creative, performing and physical arts
- The building of personal qualities and skills through the rich curricular and extra-curricular work in the academy and beyond, developing successful adults who respect each other and their surroundings



Welcome

Dear Applicant

Thank you for your interest in the post of *Payroll & Pensions Officer*. I hope that this information pack will help you to learn more about our fantastic team and that you will be excited about the prospect of joining us.

The Collegiate Trust is a forward-thinking and dynamic place to work. Our mission is to collaborate in order to deliver an *exceptional education for all* and our culture of ambition is focussed clearly on our people and their learning.

We are seeking an enthusiastic, motivated and skilled person to join the Trust's Finance team, supporting our schools across Croydon and Crawley. You will have substantial experience in providing payroll services and be used to working to strict deadlines in a busy, fast-paced environment. The Trust currently employs 600+ members of staff across 7 schools. This is a full-time, permanent position working during term time and school holidays.

I would be delighted to receive an application from you if, upon consideration, you feel that this role and our Trust may be right for you. If you have any queries or would like an informal discussion about the role, please contact Lyla Dey, Chief Finance Officer, at Lyla.Dey@tct-academies.org.

To apply, please complete the form on our website <https://tct-academies.org/vacancies/>, attaching where requested a statement of no more than two sides of A4, identifying clearly how you meet the person specification. I look forward to hearing from you.

Yours sincerely



Mr Soumick Dey
Chief Executive Officer



Information about *The Collegiate Trust (TCT)*

TCT has grown out of *Riddlesdown Collegiate*, an **outstanding** (OFSTED, May 2016) secondary school in Croydon with almost 2000 students and over 200 staff; in 2017 Riddlesdown was awarded the *World Class Schools Quality Mark*. *Gossops Green Primary*, in Crawley, was the next school – and the first primary – to join the Trust, followed by *Waterfield Primary* (also in Crawley) on 1st March 2018, *The Quest Academy* on 1st June 2018, *Courtwood Primary* and *Gilbert Scott Primary (now Quest Primary)* on 1st September 2018 and *Kenley Primary* on 1st September 2021.

TCT educates over 4200 children and young people from nursery up to 18 years of age. The responsibility that places on us is huge, but we are excited by the positive impact we already have on the lives of so many. We also employ almost 700 staff and recognise our responsibilities as an employer in looking after the great people who work with us. Our work in developing pedagogy is built on the very best classroom practice and we are driven by our determination to make a difference to our pupils and students; we want each of them to get a great education as a result of attending one of our academies.

Each school within the Trust is supported centrally by our team of *Directors of School Improvement* on teaching and learning issues, the *Chief Operating Officer, Chief Finance Officer & HR Manager* on business management and HR issues, the *Governance Manager*, and the *CEO* on wider leadership issues; the Director of IT leads the strategic development of this work across the Trust, with support on data and tracking also coming from the *Management Information & Data Team*. This complements rather than replaces in-school functions and allows the Principal and LGB to focus on delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust's *Board of Directors*.



Job Description

Purpose of the Post To oversee all aspects of the Trust's payroll including all statutory returns.
To liaise with teachers and local authority pension schemes.

Reporting to Chief Finance Officer / Finance Manager

Principal Accountabilities;

- Responsible for the administration of monthly payroll processing ensuring that colleagues are paid accurately and on time.
- Production of payroll sign off documents which demonstrate all colleagues have been paid correctly.
- Responsible for timely and accurate data input required for the administration of the monthly payroll processing.
- Preparation and processing of payroll journals including supporting with query resolution when reconciling the balance sheet.
- Management of all staff payroll queries.
- Manual calculation of approved ad-hoc payroll payments which are required to be submitted outside of the usual payroll routine.
- Regularly communicate with staff to support partnership working.
- Work closely with all colleagues to ensure we have accurate payroll data.
- Contribute to the effective working of the Finance Team to ensure seamless service delivery.
- Contribute to continuous improvement initiatives and engage with wider Finance Department initiatives.
- Submit all month end pension returns to teachers and local authority pension schemes.
- Process all leavers and new starters for payroll and pensions schemes.
- Prepare and submit all monthly and year end returns.
- On occasion you may be asked to perform additional duties or duties unrelated to your role after appropriate training has been given.
- You have a duty to safeguard your own health and safety and that of your colleagues and visitors. You also have a duty to co-operate with management to enable it to comply with its health and safety duties.

The above is not an exhaustive list and the successful applicant may be required to carry out additional duties as required by the role.

Person Specification

The Collegiate Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online searches and the *Disclosure and Barring Service*. Appointment will be dependent upon further health, medical, safeguarding and attendance checks.

Qualifications

Educated to degree level in a relevant discipline or equivalent professional qualification or significant specifically relevant experience

Experience / Knowledge

Essential

Significant experience of running payroll systems.

Able to take responsibility of your own work as well as supporting your colleagues in maintaining high standards

Understanding of the payroll regulatory environment

Competent in producing manual payroll calculations

Experience of high volume, fast paced payroll environment

Desirable but not essential

Experience of Sage payroll software.

Knowledge of school payroll.

Skills & Attributes

Ability to work with a team in a busy, dynamic and demanding environment

Excellent interpersonal and communication skills

Highly numerate and analytical with excellent attention to detail

The ability to work flexibly and effectively across multiple schools.

Demonstrate strong interpersonal skills across all levels of the organisation and with different stakeholders.

Demonstrate the ability to be a proactive and innovative problem solver.

Be an effective advocate for well-planned and managed change.

Have an analytical approach to problem solving.

The Collegiate Trust

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