

# PAYROLL MANAGER

**GRADE 9 (Point 16-19)**

**ACTUAL SALARY: £25,753 to £27,629**

**Contract: 37 hours per week, 52 weeks per year**

**Start Date: June 2021**

## CANDIDATE INFORMATION PACK



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## What is included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

## Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The Trust Payroll Manager position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

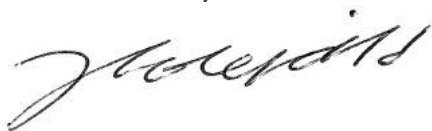
We are eager to appoint an experienced payroll professional with relevant qualifications, preferably with a background working in education, to lead our payroll service. The post holder will manage the co-ordination and consistent operation of all the Payroll needs and requirements across the Trust and will identify, recommend, develop, implement and support cost-effective payroll solutions for all aspects of the organisation.

If you think you have got what we are looking for, we look forward to receiving your application for consideration.

For further information, please contact Maxine Day, HR & Payroll Manager on 01623 859886, via email to [mday@esteemmat.co.uk](mailto:mday@esteemmat.co.uk) or visit our website at [www.esteemmat.co.uk/jointheteam](http://www.esteemmat.co.uk/jointheteam). Please use the relevant application form on the MAT website; CVs alone will not be accepted.

I wish you well in your application.

Yours faithfully

A handwritten signature in black ink, which appears to read 'Julian Scholefield'.

Julian Scholefield  
Chief Executive Officer

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## About Esteem Multi-Academy Trust

Esteem Multi-Academy Trust currently comprises of eleven academies throughout Derbyshire, Derby City, and east Staffordshire. Formed by a group of like-minded school leaders in August 2018, the MAT is currently responsible for the education and care of approximately 1,200 students and employs around 750 staff. The total revenue budget for the MAT is approximately £23 million and plans are in place to expand further.

Esteem Multi-Academy Trust has grown from seven to 11 academies within its first two years and now includes 7 special schools and 3 support centres (PRUs) and a primary school with enhanced resource provision educating young people with a range of additional needs. We wish to grow further to fulfil our vision to become a centre of excellence for special educational needs and disabilities (SEND). We have a well-defined set of values and a clear vision for the MAT to become a regional hub for expertise in SEND and inclusion. We share a collaborative ethos, believing that our collective efforts will achieve a better outcome than we can as individual schools. Our academies focus on the holistic needs of the young person, due to students' vulnerabilities. So, 'joined-up thinking', between our academies and different agencies, is essential to deliver the right support for our students.

The main aims of Esteem MAT are to:

- Provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world;
- Deliver high standards and value for money from our support services, resources, estate and technology; and
- Invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice.

As a group of academies working together, we can share and deliver better practice. We will be able to commission health, care and therapy services in a fully 'joined-up' way.

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## The advertisement

**Job Title:** Payroll Manager

**Location:** Trust Central Offices, Lake View Drive, Sherwood Park, Nottingham, NG15 0DT

**Grade/Scale:** Grade 9 (Points 16-19) Actual Salary £25,753 to £27,629

**Start date:** June 2021

**Contract:** 37 hours per week, 52 weeks per year

Esteem Multi-Academy Trust currently comprises of eleven academies throughout Derbyshire, Derby City, and east Staffordshire.

This key role offers a fantastic opportunity to contribute to the vision of Esteem MAT. Esteem is currently in the process of transferring our payroll and HR systems in house with PS People (IRIS/Jane Systems). The HR system will launch in Sept 2021 with Payroll following in April 2022. Leading our payroll service, the post holder will manage the co-ordination and consistent operation of all the Payroll needs and requirements across the Trust and will identify, recommend, develop, implement and support cost-effective payroll solutions for all aspects of the organisation.

The Trust Payroll Manager will report to the HR & Payroll Manager. They will need excellent communication and organisational skills and a friendly and approachable manner, as they will be dealing with colleagues in our academies across the MAT.

The successful candidate will have a relevant Payroll qualification and a high level of experience and skills, including a strong understanding of maintaining payroll systems and solving payroll problems. They will preferably have experience of working in an educational setting, however, this is not essential, and we welcome applicants with experience outside of the education sector.

Benefits include: LGPS Pension Scheme, 25 days annual leave plus bank holidays, Westfield Health membership and free parking.

For further information, please contact Maxine Day, HR & Payroll Manager on 01623 859886, [mday@esteemmat.co.uk](mailto:mday@esteemmat.co.uk) or visit our website at [www.esteemmat.co.uk/jointheteam](http://www.esteemmat.co.uk/jointheteam). Please use the relevant application form on the MAT website; CVs alone will not be accepted.

**Closing date for applications: 20 May 2021 (12:00pm)**

**Interview date: 28 May 2021**

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

## Job description and person specification

### Job Description: Payroll Manager

#### Esteem Multi-Academy Trust

<b>Post Title:</b>		Payroll Manager
<b>Location:</b>		Trust Central Office, Lake View Drive, Annesley, Nottingham, NG15 0DT
<b>Purpose:</b>		<ul style="list-style-type: none"> <li>To manage end to end payroll and pensions processes for Esteem employees and casual workers</li> <li>Support the implementation and on-going development of the Trust's HR &amp; Payroll system</li> </ul>
<b>Reporting to:</b>		HR & Payroll Manager
<b>Responsible for:</b>		<ul style="list-style-type: none"> <li>tbc</li> </ul>
<b>Liaising with:</b>		Academy Business Managers and their teams Central finance and business team Pension fund officers HMRC
<b>Working Time:</b>		37 hours per week, 52 weeks per year
<b>Salary/Grade:</b>		Grade 9 (Points 16-19) Actual Salary ££25,753 to £27,629
<b>Disclosure level</b>		Enhanced
<b>PRINCIPLE RESPONSIBILITIES</b>		
<b>To achieve the above</b>		<ul style="list-style-type: none"> <li>Support implementation of the new HR and Payroll system (PS People/IRIS)</li> <li>Process monthly payroll for 750+ employees</li> <li>Maintain RTI compliance with HMRC</li> <li>Month end payroll procedure including posting journals and all HMRC filings</li> <li>End of Tax Year submission to HMRC for Esteem and pension scheme</li> <li>Implement payroll software upgrades and new legislation annually</li> <li>Register auto enrolment pension when employee become eligible and update salary changes</li> <li>Monthly pension reports and payments– LGPS and Teacher Pensions and auto-enrolment</li> <li>Assist HR with salary and pension related enquiries</li> <li>Process childcare vouchers through payroll</li> <li>Audit - Preparation of control account schedules and all payroll reports for testing</li> <li>Produce ad-hoc financial reports as and when requested</li> <li>Assist the Finance Director and Management Accountant in payroll matters</li> <li>Understand and apply the principles of good payroll management</li> </ul>

**Other Generic Responsibilities:**

- Represent and promote the ethos and values of Esteem Multi-Academy Trust
- To take and be accountable for all decisions made within the parameters of the job description
- Participate with performance management and training and activities that contribute to personal and professional development
- Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities
- Provide a high standard of customer service in all dealings internal and external to the MAT
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

## Person Specification: Payroll Manager

### Esteem Multi-Academy Trust

QUALIFICATIONS AND EXPERIENCE		
<b>Essential</b>		<ul style="list-style-type: none"> <li>• Grade C or above GCSE English (or equivalent).</li> <li>• Grade C or above GCSE Maths (or equivalent).</li> <li>• AAT qualified or part qualified CIMA/ACCA or equivalent payroll qualification.</li> <li>• Successful experience of working as a payroll officer/assistant in a similar organisation.</li> </ul>
<b>Desirable</b>		<ul style="list-style-type: none"> <li>• Experience within a school or education payroll team</li> <li>• Experience of PS People, IRIS payroll software.</li> <li>• Experience of Teacher Pensions and LGPS</li> </ul>
KNOWLEDGE AND ABILITIES		
<b>Essential</b>		<ul style="list-style-type: none"> <li>• Proficient knowledge of Microsoft Office</li> <li>• Good oral and written communication skills</li> <li>• Good organisational skills</li> <li>• Ability to maintain accurate records</li> <li>• Able to form positive relationships</li> <li>• Excellent attention to detail</li> <li>• Ability to work independently and within a team</li> <li>• Ability to maintain confidentiality and discretion</li> <li>• Patient, tactful and approachable</li> <li>• Flexible approach to tasks and workload</li> <li>• Awareness of the Data Protection Act and other legislation to ensure confidentiality of records and information.</li> </ul>
<b>Desirable</b>		<ul style="list-style-type: none"> <li>• Knowledge of pay schemes and employment terms and conditions in the education sector</li> </ul>



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## Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2020' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

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## Application process and timeline

Application forms are available on our website at [www.eesteemmat.co.uk/jointheteam](http://www.eesteemmat.co.uk/jointheteam) or you can email [hr@eesteemmat.co.uk](mailto:hr@eesteemmat.co.uk) to request a copy. Please specify the job vacancy for which you wish to apply.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

**Closing date for applications: 20 May 2021 (12:00pm)**

**Interview date: 28 May 2021**

Completed application forms can be returned electronically to the HR team via email to [hr@eesteemmat.co.uk](mailto:hr@eesteemmat.co.uk)

If you wish to submit your application form by post, please return it to the following address:

**Private & Confidential: HR Team, Esteem Multi-Academy Trust, Suite 43, Pure Offices, Lake View Drive, Sherwood Park, Nottingham, NG15 0DT**