

# Payroll Officer

## Recruitment Information for Candidates

Application Deadline – Friday 19<sup>th</sup> August 2022



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Dear Applicant

Thank you for expressing an interest in joining The Basildon Academies.

Student welfare, academic progress and achievement is at the heart of everything we do at our Academy.

Our Academy vision is to drive:

- Social Mobility - equality of opportunity for our young people to succeed
- Moral Purpose - resilient positive decision makers
- Cultural Capital - equity of opportunity and life experiences
- Spiritual Awareness - reflective citizens and active curious learners

The Academy offers students the unique opportunity to begin their learning journey at our Key Stage 3 Lower Academy, and complete it at our Key Stage 4 & 5 Upper Academy.

Our Key Stage specialist sites enable us to offer our students age appropriate curriculum choices, support, challenge and enrichment.

We recognise the power and impact that quality enrichment can have on young lives and minds. Our enrichment programme is an essential and valuable part of our school day. All students engage in an enrichment of their choice each day as part of their curriculum.

The age appropriate enrichment curriculum supports a 'Passion for Learning' in Key Stage 3, a 'Passion for Purpose' in Key Stage 4 and a 'Passion for Life' in Key Stage 5. Our enrichment curriculum builds student resilience, self-esteem, sense of belonging and love of learning. It provides equity of opportunity, stretch & challenge, employability skills and broad experiences supporting our student cultural capital and social mobility.

Our two academy model offers our Year 7 intake a guaranteed future place in our growing and thriving Sixth Form.

The Basildon Academies Sixth Form offers personalised curriculum pathways, tailored to individual needs and aspirations. Strong support networks alongside quality teaching ensure academic success and preparation for university or the workplace.

Yours sincerely



Mr G. Smith B.Ed (Hons), NPQH  
Executive Headteacher



The Basildon Academies are two state of the art Academies based in Essex, just 35 minutes from London and approximately 1 mile apart. We are unique in the way the academies are set up with The Lower Academy specialising in the teaching of our students aged 11-14 whilst the Upper Academy specialises in our 14-19 year old students.

**The Lower Academy** is focussed upon developing the whole child; our curriculum has been developed to enable our students to develop their knowledge, understanding and skills so that they will become lifelong learners. This includes opportunities for linguistic, mathematical, scientific, technical, human, social, physical and artistic learning so that students make progress in a wide range of subjects. The Lower Academy offers a supportive and nurturing environment to allow our students to find their adult feet as they become fully prepared for their transition to the Upper Academy.



**The Upper Academy** is focussed upon creating the best environment and conditions for all students to fully achieve their true potential, make at least expected progress and attain the very best grades they can in their final exams. The range of courses on offer allows students to become specialised in their favourite target areas and at the same time retain the very strong focus upon gaining good qualifications in maths, English and science at GCSE level.



Our strong Sixth Form is a major part of the Upper Academy with the structure modelling itself on developing independent learning skills like those seen in universities which allows students to continue their studies in their specialist subject areas. Students are very much encouraged to become mature adults being engaged in many aspects of the life of the academy which further develops those much needed skills to go on into university or the world of work.

Job Title:	Payroll Officer
Responsible to:	Director of Finance & Operations
Salary Range:	Band 4
Working weeks:	41 weeks (Term Time plus 2 weeks)
Working Hours:	35 hours per week (08:30-16:00 Mon-Friday)

### **Purpose**

Working alongside the Finance Department, the Payroll Officer will be responsible for the processing of payroll for employees across all academy sites. The Payroll Officer will also be responsible for aspects of HR administration as detailed below.

### **Principal Accountabilities and Key Tasks:**

#### **Payroll**

- Receiving paperwork from all Academy employees relating to payroll matters and checking for accuracy and correct authorisation.
- Processing all payroll information including overtime, contract changes, personal data changes, sickness and absence through the Academy Payroll system.
- Update and maintain a monthly payroll changes spreadsheet.
- Printing and distribution of payslips.
- Processing of all payroll related BACS payments.
- Ensuring compliance with current PAYE, NI and various legislation.
- Completion of monthly pension administration duties, ensure timely submission of all pension documentation, including starter and leaver forms
- Completion of any monthly and yearly documentation for HMRC. Unison, GMBU, LGPS or Teachers Pensions.
- Maintaining relationships with third parties including HMRC.
- Ensure all staff receive information as and when required due to pension or legislation updates.
- Dealing with payroll queries from staff and external organisations.
- Create and post monthly payroll journals onto Academy Finance System.
- Monthly reconciliation of all Payroll related Balance Sheet Accounts.
- Produce and distribute monthly overtime and lunch time duty forms.
- Implement new payroll procedures as needed
- Other ad hoc duties as directed

## Human Resources

- Deal with employment- related queries for all staff, including maternity/paternity leave entitlement.
- Ensure initial contract documents for employees are prepared and updated within required timescales.
- Prepare Salary Statements annually, or following a change in pay, ensure most up to date statement is filed within employees personnel file.
- Process all New Starters, duties include creating and sending Starter Paperwork, create Progresso record, seeking references etc.
- Process all Leavers
- Process Staff Absence forms, ensuring that staff attendance records are accurate and up to date at all times, including filing of documents into staff personnel files.
- Monitor staff absence, identify trigger point and arrange necessary meetings.
- Attend various meetings in capacity of note taker
- Ensure Staff information on Progresso is up to date and accurate
- Prepare and collate all documents needed for payroll

It is essential that all of the above are processed whilst recognising, understanding and implementing the key financial principals necessary for good financial control including segregation of duties.

## Person Specification (E= Essential, D= Desirable)

- Previous Payroll experience within an educational or other organisation (E)
- Advanced Excel experience (E)
- Knowledge of particularly the systems in current use Sage Payroll (D)
- Knowledge of HR administration (D)
- Qualifications to GCSE Level (E)
- Sage Payroll (D)
- Human Resources Level 3 or above (D)
- Computer skills covering office suite programmes (E)
- Good communication skills (E)
- Ability to prioritise workload (E)
- Willingness to learn (E)
- Calm and cheerful approach (E)
- Welcoming attitude (E)

## Application Procedure

- i. Read carefully all the information about this post
- ii. If you have any questions, please telephone or email our Academy Support Manager Lisa Church on 01268498710 or email [recruitment@basildonacademies.org.uk](mailto:recruitment@basildonacademies.org.uk)
- 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. Send your completed application form by email (if downloaded from our website) or through the post to:

[recruitment@basildonacademies.org.uk](mailto:recruitment@basildonacademies.org.uk)

Ms Lisa Church  
Academy Support Manager  
The Basildon Academies  
Wickford Avenue  
Pitsea, Basildon  
Essex, SS13 3HL

## 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.

The Basildon Academies are committed to supporting colleagues with disabilities. If you have a disability, please give details of adjustments you require for the selection process or to do the job itself.

## Pre-employment Checks

The Basildon Academies 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, if at a school, one of which must be your current Headteacher. 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.

### **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.

### **Recruitment monitoring information**

The Basildon Academies are committed to ensuring that applicants are selected for appointment on the basis of their ability relevant to the job. Completion of the Recruitment monitoring information form is not compulsory but will help us to ensure that our policy and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the short listing panel.

The Basildon Academies are committed to safeguarding and promoting the welfare of children and expect their staff to share this commitment.



