

| <b>JOB DESCRIPTION</b>   |                                   |                 |  |
|--|-----------------------------------|-----------------|--|
| <b>JOB TITLE</b>   | ALET Payroll and Pensions Manager | <b>SALARY</b>   | Pro rata of £30,151 - £32,020 FTE                      |
| <b>RESPONSIBLE TO</b>  | ALET Director of HR and Payroll   | <b>LOCATION</b> | <b>Remote or based in one of the ALET Schools/UTCs</b> |
| <b>DIRECT REPORTS</b>  | None                              | <b>TEAM</b>     | Human Resources  |
| <b>JOB PURPOSE</b>   |                                   |                 |  |
| <ul style="list-style-type: none"> <li>To provide effective and efficient management of the pensions service for the Trust and third-party pensions providers. Ensuring statutory returns are completed.</li> <li>Supporting the Director of ALET HR and Payroll to ensure that the payroll is compliant and processed accurately and payments are made on time.</li> </ul>  |                                   |                 |  |
| <b>MAIN DUTIES AND RESPONSIBILITIES</b>  |                                   |                 |  |
| <ul style="list-style-type: none"> <li>Provide information to staff on a range of pension issues.</li> <li>To be a named contact for Teachers Pensions and the Local Government Pension Schemes</li> <li>To complete the necessary online forms required by Teachers Pensions and the Local Government Pension Schemes including missing service requests, change of hours and personal details.</li> <li>To complete the End of Year Certificate for the Teachers Pensions Scheme – resolving queries with Teachers Pensions to meet the statutory deadlines.</li> <li>Assist external auditors by providing them with reconciliations, reports as required.</li> <li>To complete Annual Returns to the Local Government Schemes used by the Trust reconciling employee and employer contributions based on individual pensionable salaries by the statutory deadline and resolve queries with them.</li> <li>Completion of the Teachers' Pension Audit Certificate for sign off by the Trusts external financial statement auditors</li> <li>Completion of the Gender Pay Gap Report ensuring the information is ready for publication on the ALET website.</li> <li>Apply the pay award to the pay scales and update for approval by the Finance Manager</li> <li>Submit the pay award and new pay scales to the payroll provider for application and distribute pay scales to the schools HR links for use.</li> <li>Provide information to staff on a wide range of pension issues.</li> <li>Check Maternity Pay calculations for teaching and support staff/managers.</li> <li>Support with AVC adjustments</li> </ul> |                                   |                 |  |
| <b>GROUP/ EMPLOYEE RESPONSIBILITIES</b>  |                                   |                 |  |
| <ul style="list-style-type: none"> <li>To always work and act in accordance with the Trust's Vision, Values and Strategic Plan</li> <li>To demonstrate professional behaviours and Attributes</li> </ul>   |                                   |                 |  |

- To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning Education Trust’s policies and procedures.
- To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated.
- To be accountable for own safety and that of colleagues/ visitors to the workplace
- To work in a flexible manner and be willing to undertake other duties as reasonably requested.

| QUALIFICATIONS & EXPERIENCE  | TECHNICAL COMPETENCIES / KNOWLEDGE / SKILLS   | BEHAVIOURAL SKILLS/PERSONAL ATTRIBUTES  |
|--|---|---|
| <ul style="list-style-type: none"> <li>• Relevant payroll accredited qualifications</li> <li>• A good working knowledge of the Teachers Pensions and Local Government Pensions Schemes</li> <li>• Previous experience of the Teachers Pensions End of Year Certificate is desirable.</li> <li>• A background of the successful management of payroll and pensions</li> <li>• A thorough understanding of payroll processes, including accurate reporting, HMRC regulations</li> <li>• A sound knowledge of all the technical aspects of payroll including SSP, SMP, SPP, P45s etc.</li> <li>• Previous experience of Gender Pay Gap Reporting</li> </ul> | <ul style="list-style-type: none"> <li>• Proficient in Excel and Office Suite</li> <li>• Experience of working with EPM portal desirable</li> <li>• Experience of creating procedures and policies relating to payroll and pensions.</li> <li>• Leading communication with team and all staff relevant to role</li> <li>• Pro-active and solution driven.</li> <li>• Excellent, articulate, and informative communication skills</li> <li>• Experience of setting up systems to support efficient working practices.</li> <li>• Working closely with HR team to boost productivity and use of time.</li> <li>• Lead of conversations and communications with LGPS, TPS and auditors as required.</li> <li>• Experience of creating MI systems.</li> </ul> | <ul style="list-style-type: none"> <li>• Proactive</li> <li>• Versatile</li> <li>• Embraces change.</li> <li>• Excellent organisational skills and a good problem solver</li> <li>• Excellent interpersonal skills with the ability to communicate effectively with peers, directors, and external stakeholders.</li> </ul> |

# ATTRIBUTES



## PROFESSIONAL

Employees work together collaboratively, building positive relationships to achieve great results, whilst communicating confidently and sensitively using appropriate technology, and always acting as an ambassador for their Department, Faculty, Team and the wider Activate Learning Group.

## AWARE

Employees recognise and understand emotions in themselves and others and are able to use this awareness to manage and adjust their behaviour and relationships.

## RESILIENT

Employees have the ability to sustain their energy levels under pressure, to cope and adjust to change and react positively and proactively to new ideas and ways of doing things, viewing change as a positive opportunity.



## CONFIDENT

Employees are positive in their approach, understand the needs and aspirations of their learners, colleagues and customers and feel assured within the principles of the Learning Philosophy to motivate and influence themselves to succeed, articulating how their contribution makes a difference.

## ENTERPRISING

Employees approach problems and challenges positively, demonstrating a desire to deliver new ideas and offer fresh insights, whilst continuously learning and improving to make a positive contribution to their Department, Faculty, Team and the business as a whole.

***This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.***

***Diversity Statement***

*Activate Learning Education Trust recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Trust. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.*

***Health and Safety Statement***

*All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.*

***Safeguarding Statement***

*Activate Learning Education Trust is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Employment will be conditional upon receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role. These checks are not an exhaustive list, and some checks may be done in retrospect in line with legislation.*