



Students First  
**OUTWOOD**  
GRANGE ACADEMIES TRUST

# Job Description

**Job Title:** Payroll Trainee

**Reporting to:** Payroll Manager

**Grade:** Scale 3 (£16,781 - £17,772), 25 days holiday, and a generous pension scheme

## **Overall purpose of the post:**

Providing payroll and pension administrative support to the Payroll Officer and Payroll Manager by undertaking payroll and pension processing and all other associated duties.

## **Main duties and responsibilities:**

- To assist the Payroll Officer/Manager in providing a complete payroll and pension administration service for the Trust.
- Assist with monthly pension processes and returns
- Support and assist with monthly payrolls when required
- To integrate information provided by external agencies e.g HM Revenue and Customs etc and to verify information held by the Trust in respect of employment, Tax, National Insurance and Pension schemes
- To interpret terms and conditions of employment and understand the implications for the implications for the accuracy of payroll and pension data
- To liaise with HR Assistants to validate the accuracy of payroll and pension data
- Plan, prioritise and organise workload to handle busy periods and meet all deadlines
- To maintain the confidentiality of all data that is accessible due to the role
- To ensure a professional and consistent service within the Trust, especially when resolving payroll issues

## **Supplementary Support**

- Be aware of, and comply with, policies and procedures relating to child protection, health and safety, confidentiality and data protection, and public sector financial management reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of Outwood Grange Academies Trust.
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Other duties agreed from time to time by the post holder with the Line Manager or Executive Principal/Chief Executive

- Play an appropriate part in child protection procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.

### **Additional Responsibilities**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts**

**External:** Contractors, suppliers, parents and external agency professionals.

**Internal:** Students, staff, Governors, parents and any other visitors to the academy.

This job description may be subject to change, following consultation between the post holder and the academy.