

Job Title	Payroll and Pensions Officer
Reports to	Finance Manager, dotted line to Director of HR
Hours	40 hours per week
Holidays	25 days, plus bank holidays and Christmas closedown
Location	The Bursary, Repton School, Repton, Derbyshire
Benefits	Company Pension Scheme Complimentary Sports Centre Membership Generous Holiday Allowance Company Sick Pay Scheme Cycle to Work Scheme Employee Benefits Scheme
Role Overview	
<p>The Payroll and Pensions Officer will own and run the in-house payroll function end-to end, with a high degree of accuracy and confidentiality, compliance with statutory regulations and internal policies. The role includes responsibility for payroll management, employment tax expertise, pensions administration (including Teachers' Pension Scheme (TPS), budget management, financial reconciliation and HMRC liaison.</p> <p>Over the immediate term, the post-holder will support the implementation of a new HR and Payroll system, whilst also ensuring delivery of payroll and pensions via current arrangements.</p> <p>A strong focus on excellent service delivery, collaboration, and accuracy will be essential.</p>	
Role Outcomes	Key Performance Indicator(s)
Payroll Management	<ul style="list-style-type: none"> - Managing end-of-the-end payroll processes for all staff, ensuring timely and accurate payments. - Calculating and processing complex payroll scenarios, including: <ul style="list-style-type: none"> - Term-time-only contracts - Variable hours - Maternity, paternity, and sick pay - Salary sacrifice schemes - Ensuring compliance with HMRC regulations and Real Time Information (RTI) submissions. - Budget oversight and reconciliation of payroll with finance systems. - Maintaining accurate payroll records and audit trails.
Pensions Management	<ul style="list-style-type: none"> - Acting as the organisation's specialist for the Teachers' Pension Scheme. - Administering TPS contributions, monthly data collection (MDC), and annual returns. - Liaising with the Teachers' Pensions agency to resolve queries and ensure compliance. - Management of defined contribution pension schemes for teachers and support staff. - Management of auto-enrolment processes.
Compliance	<ul style="list-style-type: none"> - Ensuring payroll processes support safer recruitment practices, including pre-employment checks and DBS status tracking.

	<ul style="list-style-type: none"> - Maintaining confidentiality and data protection standards in line with GDPR. - Supporting internal and external audits, including those related to safeguarding, pensions and financial compliance.
Systems and Reporting	<ul style="list-style-type: none"> - Lead on payroll and pensions elements of system implementation. - Support the broader HR and Payroll system implementation project. - Maintain and update the payroll system, ensuring data integrity. - Generate payroll reports for finance, HR, and senior leadership. Providing insight and analysis as needed. - Own the development and improvement of payroll processes and systems. - Champion digital transformation and change management initiatives to enhance payroll and pensions efficiency.
Person Specification	
<p>Essential Criteria:</p> <ul style="list-style-type: none"> - Proven experience managing complex in-house payroll processing, end to end. - Strong knowledge of payroll legislation, employment tax and other relevant statutory requirements. - Experience administering the Teachers' Pension Scheme (TPS). - Ability to manage complex payroll calculations, including term-time-only and variable contracts. - Budget management and payroll/finance reconciliation experience. - High level of accuracy, attention to detail and commitment to excellent service delivery. - Strong IT skills, experience with HR/payroll integrated systems, ideally iTrent. - Experience of continuous improvement and innovation in payroll and pensions processes. - Proficiency in Microsoft Office applications including Word and Advanced skills in Microsoft Excel including formulas and pivot tables - Familiarity with Microsoft Teams for communication and collaboration. - Understanding of safeguarding principles in an educational setting. - CIPP qualification or equivalent. - Knowledge of other pension schemes (e.g., LGPS). <p>Desirable Criteria:</p> <ul style="list-style-type: none"> - Experience in an educational or public sector environment. - Experience in system implementation projects. 	
Other Important Information	
<p><u>Safeguarding</u></p> <p>Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact is a critical part of all roles at Repton/Repton Prep.</p> <p>Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.</p> <p>Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.</p>	

Health

The successful applicant will be required to complete a Health Declaration once a formal offer of employment has been made and accepted.

Children Act and Referees

Successful appointment will be dependent upon statutory criminal conviction checks including an enhanced DBS Check in accordance with the Children Act, as well as favourable reports from two referees. It will be assumed that the School may contact your nominated referees without further reference to you, unless you specify any alternative arrangements.

Child Protection Policy

All applicants must be familiar with our Child Protection Policy which can be found at https://reptonpublic.azureedge.net/Repton_Safeguarding_Children_and_Child_Protection_202324_Michaelmas_2023_FEB-1852.pdf?version=638424885323700000