

	JOB DESCRIPTION
Title of Post	HR and Payroll Officer
Job purpose	<ul style="list-style-type: none"> To be the first point of contact for all HR and payroll related queries.
To whom the postholder reports	<p>The postholder is responsible to the:</p> <ul style="list-style-type: none"> The School Business Director The Principal The Governing body in the Principal's absence.
Duties and responsibilities specific to the post	<p>HR ADMINISTRATION</p> <ul style="list-style-type: none"> Create and maintain all employee personnel files, ensuring archiving and cleansing of information in line with GDPR; Process all paperwork associated with employment changes and variations to contracts; Oversee recruitment administration, including advertisement, shortlisting, interviews and ensure safer recruitment and equal opportunity practices are followed; Process all new starters and leavers including the timely production of employment contracts, induction packs, reference requests, DBS checks, overseas checks and leaver letters; Monitor levels of sickness absence and maintain an accurate record. Ensure all return-to-work interviews are held and documented; Arrange appointments with Occupational Health when required and discuss adjustments with relevant Line Manager and School Business Director; Maintain the Single Central Record of safeguarding checks for staff and all other relevant persons; Oversee induction training for support staff and assist as appropriate with the induction of teaching colleagues; Completion of the annual returns: DfE Workforce Census and Office for National Statistics; Provide support to Senior Leaders on formal matters (E.g disciplinary, grievance, capability etc), seek and relay advice from external HR professionals (EPM); Take accurate records and notes of meetings; Provide advice, support and guidance to all staff on employment related queries including maternity/paternity/shared parental leave entitlement, pensions entitlement, etc; Seek updates and advice from HR professionals on changes in employment law and legislation to ensure compliance in such matters as race relations, disability, gender, equality and health & safety etc; Keep all HR policies up to date and compliant with employment law and College requirements; Ensure performance management data for teaching and support staff is available on Blue Sky and provide support to colleagues in the use of the database. <p>PAYROLL</p> <ul style="list-style-type: none"> Accurate and timely entry of all data onto the external payroll provider portal (EPM). To include, monthly variances, pay adjustments, statutory changes, incremental awards; Maintain a secure and orderly electronic filing system of all payroll data; Deal with pay queries, liaising with HR/Payroll provider and other outside

	<p>agencies (eg Teachers Pensions, HMRC, Leicestershire LGPS);</p> <ul style="list-style-type: none"> • Supply confirmation of pay details to third parties (eg Jury Service, Mortgage references, benefit claims) when requested by employees; • Ensure all staff are issued with relevant notification of pay (eg payslip, salary statement, P60, P45) and have access to their pay information through the portal. <p>OTHER DUTIES</p> <ul style="list-style-type: none"> • Prepare reports, KPI's and policies for review at Governor Committee meetings and attend if required; • Liaise with auditors and provide HR/Payroll information when requested; • Undertake a range of other duties when required to support the administrative function across the college (E.g Reception cover, student supervision, exam invigilation, reprographics support etc); • Prioritise, organise and monitor day to day operations for own duties; • Undertake and participate in training, coaching and general guidance with/for other staff; • Promote a collaborative working environment and create, maintain and enhance effective relationships; • Any other duties commensurate to the grade of the post.
Generic duties and responsibilities	<p>UCC staff expectations:</p> <ul style="list-style-type: none"> • Consistently demonstrate the UCC core values <i>Respect, Honesty and Kindness</i> • Demonstrate a positive, 'can-do' attitude • Through your work in the department and the wider school, contribute towards establishing the conditions in which everyone at UCC can thrive • Take professional pride in performing all aspects of your role to a consistently high standard • Follow all UCC policies and guidelines accurately <p>Safeguarding</p> <ul style="list-style-type: none"> • Follow the UCC Child Protection and Safeguarding policy accurately <p>Collaborating with colleagues</p> <ul style="list-style-type: none"> • Promote a creative and collaborative working environment • Create, maintain and enhance effective relationships. <p>The duties and responsibilities detailed within the job description should be supplemented by those accountabilities, roles and responsibilities common to all member of the college community.</p>
Hours	37 hours per week, term time plus two weeks
Payscale	Scale 5/6 (Dependant on skills and experience)

	PERSON SPECIFICATION
Title of Post	HR and Payroll Officer
Key skills and competencies	<ul style="list-style-type: none"> • Minimum 3 years' experience in an administration role, ideally payroll or HR; • Strong administrative, planning and organisational skills; • Strong MS Outlook, Excel and Word skills essential; • Exceptional communication skills, both written and verbal, with the ability to deal successfully at all levels; • Experience of working in a school desirable; • Experience of using SIMS or a payroll database advantageous.
Education / Qualifications	<ul style="list-style-type: none"> • Good standard of formal education (A level preferred) • Above average literacy and numeracy skills; • CIPD or equivalent HR qualification desirable;
Specific skills	<ul style="list-style-type: none"> • Respectful of the importance of confidentiality; • Effective interpersonal skills; • Ability to be patient, tactful, diplomatic and approachable; • Flexible and adaptable in approach work with the ability to multi-task; • Meticulous and accurate with excellent attention to detail; • Ability to review and analyse processes to identify improvements; • Highly organised with the ability to prioritise; • Team player; • Flexibility with hours and peak period of work essential • Knowledge of and commitment to safeguarding the welfare of young people.