

Leigh Academies Trust

Job Description – Payroll Manager

Responsible to:	People Director
Responsible for:	Payroll team
Key relationships:	Heads of Employee Experience, Principals, Trust Executives, Payroll software provider (MHR)

JOB PURPOSE:

- The Payroll Manager is an integral role within the Leigh Academies Trust, responsible for leading the payroll department to ensure smooth, timely and accurate payroll delivery across our 31 academies.
- The role holder will manage all aspects of payroll, benefits administration, Local Government Pension Scheme (LGPS) and Teachers' Pensions, ensuring compliance with all relevant regulations and delivering exceptional service to our employees

SPECIFIC RESPONSIBILITIES:

Payroll Management

- Oversee the end-to-end payroll process for all academies, ensuring all employees are paid accurately and on time.
- Complete all month end reporting ensuring that all statutory reports are completed and the payroll rolled over.
- Maintain an in-depth understanding of current UK payroll legislation and statutory requirements, applying this knowledge to ensure all payroll activities are compliant.
- Continually review and improve payroll procedures to enhance efficiency and effectiveness.

Team Leadership

- Lead, manage, and develop a highly skilled payroll team, providing coaching and support to drive high performance.
- Allocate tasks among the team and monitor performance to ensure department goals are met.
- Foster a positive work environment that supports collaboration and team success.

Benefits & Pension Administration

- Manage all aspects of benefits administration, ensuring accurate and timely processing (eg Childcare Vouchers, Private Medical Insurance, Staff Loans, EV Car Scheme or any other scheme that maybe applicable).
- Provide support to employees regarding benefits-related questions or concerns.
- Oversee the administration and monthly reporting of the Local Government Pension Scheme (LGPS) and Teachers' Pensions.
- Ensure all pension contributions are calculated correctly and submitted in a timely manner.
- Liaise with relevant pension providers and authorities to resolve any issues or discrepancies.

Systems and Compliance

- Utilise the iTrent payroll system effectively, with a focus on data integrity and security.
- Ensure the payroll team is trained and competent with iTrent and any other necessary payroll systems.
- Regularly review and update payroll policies to ensure compliance with changing legislation and best practice.

Stakeholder Management

- Develop and maintain strong relationships with key stakeholders, including academy staff, senior management, and external software partners.
- Act as the escalation point for any payroll-related queries, providing clear, accurate, and timely responses.
- Liaise with the rest of the People Services team and Finance departments to ensure seamless integration of processes and information.

The nature of this post will require flexibility to meet urgent work needs as they arise. The job description therefore is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the service and in keeping with the general profile.

Person Specification:

The ideal candidate for the Payroll Manager role will have significant experience in payroll management, preferably within an educational setting although this is not essential. They should have excellent knowledge of UK payroll legislation and ideally hold a professional qualification. Experience managing benefits and pension schemes is also essential. Proficiency in iTrent is highly desirable.

Strong leadership skills and the ability to manage an experienced team is essential. The successful candidate should be detail-oriented, highly organised, and able to manage multiple priorities in a fast-paced environment.

This role presents an excellent opportunity to contribute to a vibrant and dynamic Trust, helping to shape an efficient and effective payroll department that supports our academies and their staff.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.