

MAGDALEN COLLEGE SCHOOL

***We are committed to the protection and safety of our students
and expect all staff to share this commitment.***

HR/PAYROLL ADMINISTRATOR

Job Description

Grade G

Post Title	HR/Payroll Administrator	
Postholder		Reporting to: Admin Manager
Specific responsibilities of the post	<p><u>HR Administration</u></p> <ul style="list-style-type: none"> • To ensure that the safeguarding of the students is the top priority when appointing new staff. • To ensure the Single Central Record database is kept up to date and undertake audits to ensure the database is fully compliant with OFSTED requirements (in conjunction with Business Director). • Provide weekly SCR report to Headteacher • Provide a full, efficient HR Service using EPM portal and database • Assist with, and organise, all aspects of the recruitment and selection process liaising with prospective applicants, interviewees and referees etc. • Maintain the HR database and staff files with accurate and up to date details and employment records in a timely manner. • Ensure compliance with GDPR, guaranteeing that HR information is up to date and staff are aware of the data that is held on them and for what purpose • Support the Headteacher and governing body in meeting statutory obligations • Maintain and monitor absence records within Absence Policy guidelines, producing half-termly reports. • Disseminate policy and procedures relating to employees and employment issues and advise senior managers on actions required. • To produce the School Workforce Census in SIMS & upload to the DfE website • Ensure risk assessment is put in place when required. • Monitoring and recording of Annual Leave of 52 week staff • Acting upon information received from the Headteacher/Business Manager to set up new employment contracts or amend existing contracts. • Maintain and implement all records & processes relating to recruitment, induction & probation, including archive material. • Working with EPM to ensure that all personnel letters are produced & sent in a timely manner. • Ensuring all school-based personnel records (inc electronic files) are accurate & kept up to date & confidential • Maintaining SIMS & EPM up to date with staff personnel information • Circulate data collection forms to all staff annually to ensure all data held is current and correct. • Undertaking delivery & administration of OH records. • Updating absence records on SIMS & EPM & track absence on excel. Compile statistical absence reports. • To produce the School Workforce Census in Sims & upload to the DfE website • Maintain record of Support Staff appraisals & ensure that they are completed in a timely manner. • Ensure staff leaver processes are followed, including completion of leavers form on Sharepoint, return of any school property i.e. laptop • Prepare documentation in preparation for Audit including worksheets for headcount, high earners etc • Registering Early Career Framework teachers on the ECT Manager website at the point of arriving in school. • Destroying HR paperwork securely in line with GDPR 	

	<p><u>Payroll Administration</u></p> <ul style="list-style-type: none"> • Prepare and organise a full payroll and pensions administration service • Review missing service for Teachers Pensions in liaison with EPM. • To prepare and input the monthly payroll information to EPM • Provide payroll reports to the Business Manager. • Liaise with employees and the payroll provider regarding sickness, maternity, adoption, shared parental leave and paternity payments. • Complete end of year certificate for TPS, check calculations are correct to auditors' requirements before submission. • Liaise with and provide information to external bodies including HMRC, auditors. and in particular TPS & LGPS • Process and administer all deductions from staff payroll e.g. salary sacrifice schemes • Distribute annual salary statements to teachers • Distribute salary statements, periodically to Support Staff. • Assist Business Manager with HR/payroll queries. • Checking of payroll validation reports • Compile & maintain monthly changes spreadsheet detailing all changes relevant to the current pay period. Provide this to EPM in a timely manner each month. • Complete an annual audit of EPM records & SIMS to ensure consistency. •
Responsibilities as a member of staff	<ol style="list-style-type: none"> 1. To ensure that the safety and welfare of all students is given priority at all times 2. To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise 3. To ensure an appropriate individual response to whole school priorities 4. To engage actively in the Performance Management Review Process 5. To implement all school policies 6. To attend all meetings as directed 7. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.
Personal Qualities; the postholder is expected to be:	<ol style="list-style-type: none"> 1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School 2. Committed to ensuring the safety and welfare of all students at all times 3. Committed to team work within all aspects of the school 4. Proactive in terms of furthering their knowledge and skills 5. Punctual for all commitments 6. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community. 7.
<p>This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.</p>	

Signed

.....Staff member

.....Line manager

.....Date