

# UST

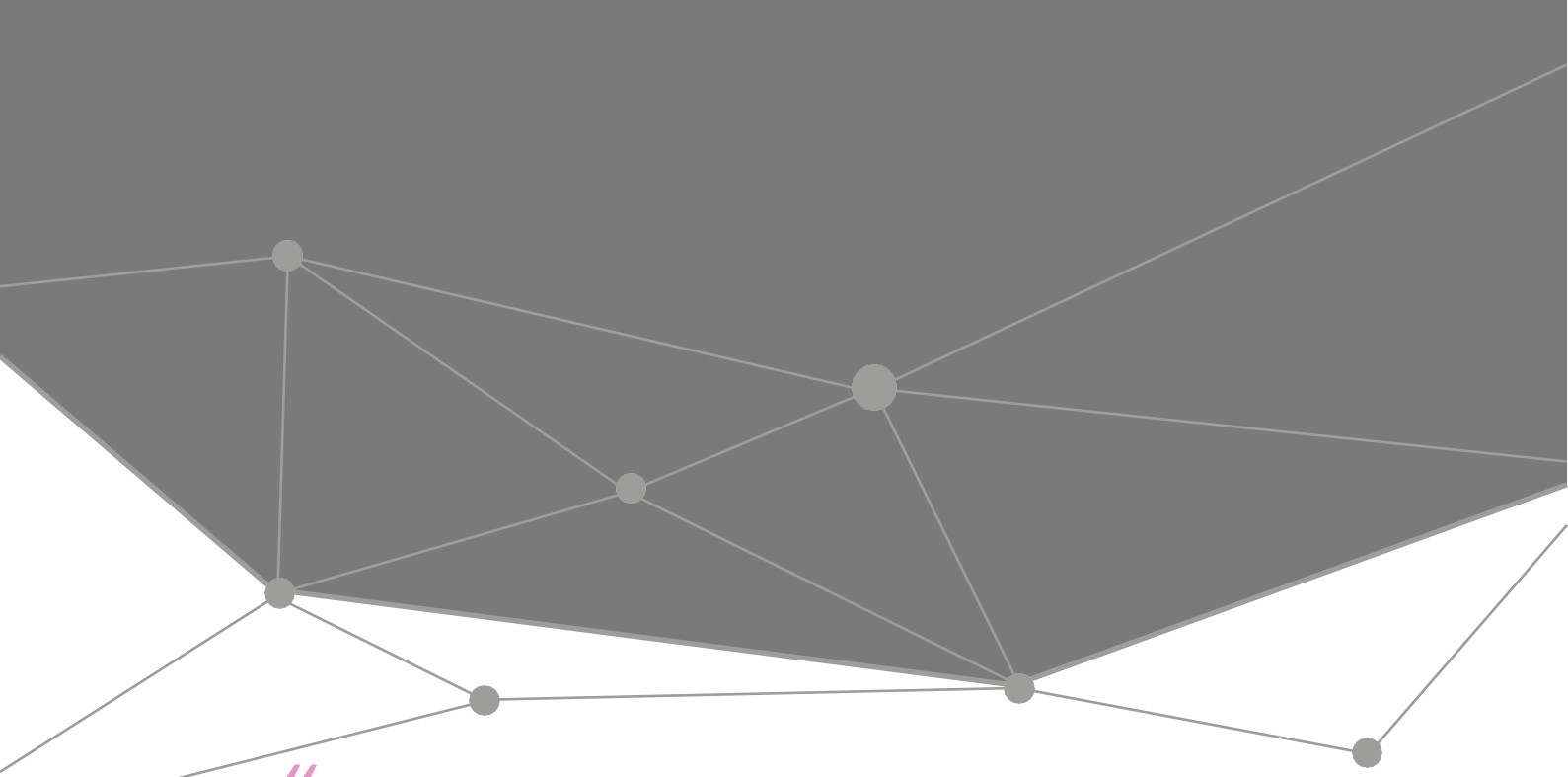
University Schools Trust



## UST Payroll & Pension Services Lead

Candidate Information Pack

*Internal Advert*



*“ Providing transformational educational opportunities for all children...”*

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# Payroll & Pension Services Lead University Schools Trust

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# Welcome

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Thank you for considering applying for the post of **Payroll & Pension Services Lead**. The University Schools Trust (UST, the Trust) is a unique organisation. Six prominent UK Universities together with an impressive group of other companies and institutions have formed a partnership with the potential to transform thousands of young peoples' lives. At UST we already have an unrelenting focus on our transformative educational agenda. We are now welcoming applications for this key role from candidates who share our determination to provide outstanding educational outcomes for our young people without exception or bias ensuring our marketing and communications strategies highlights to all our success and achievements.

Arguably there has never been a time within the UK Education system where schools have had more operational freedom. The opportunity to innovate is boundless whilst the responsibility to ensure that robust processes are in place rests almost entirely with senior officers and Trustees. In looking to fill this post we seek a candidate with a very strong grasp of operational management as well as providing outstanding leadership and vision.

Yours sincerely,



**Gillian Kemp**  
Trust Leader

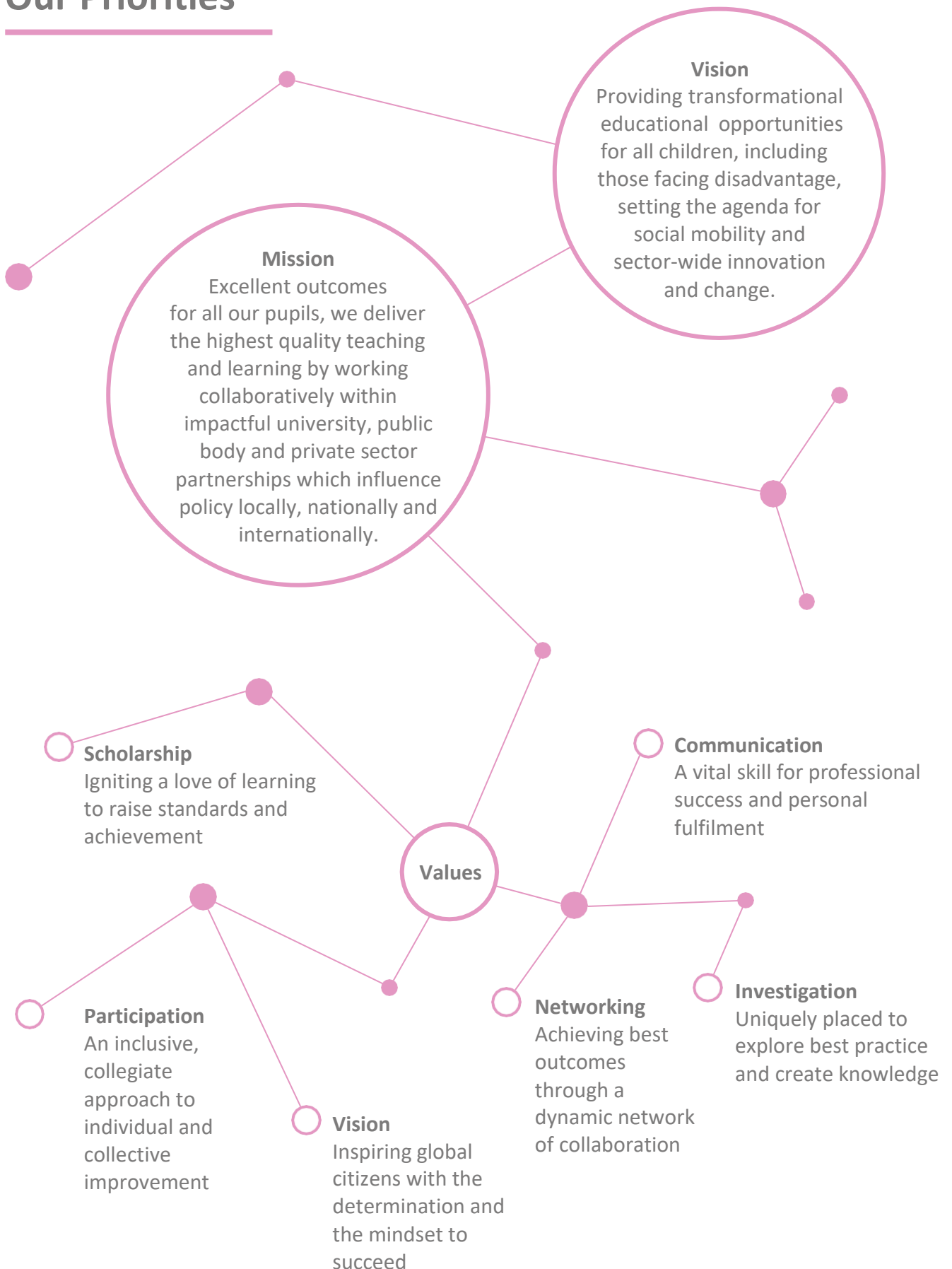
We are seeking to appoint a suitably experienced and skilled **Payroll & Pension Services Lead**. You will work across the Trust and lead, implement and maintain a robust delivery of a prompt and accurate payment of all employees, in compliance with Statutory and Legal requirements and National and Local Conditions of Service.

## Specific key accountabilities will include:

- To be professionally accountable for the delivery of a prompt and accurate payment of all employees wages and salaries in compliance with Statutory and Legal requirements and National and Local Conditions of Service.
- To monitor the provision of the managed services by Midland HR for both Payroll and Pension's, using the Midland iTrent HR and payroll solution and to maintain an excellent professional relationship between UST, Midland HR, HMRC, Teachers Pension and Local Government Pension Scheme, and any other agencies as required.

We are looking to fill this post with a suitably skilled and experienced candidate who is excited by and supports the Trust's ethos and aims. If you feel that you meet the requirements of the role and have the drive to support a challenging but exciting communications agenda within a fast-paced environment, we would love to hear from you.

# Our Priorities







# The University Schools Trust

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The University Schools Trust (UST) and our schools provide excellent education, derived from exceptional teaching and learning, for thousands of pupils each year.

UST is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

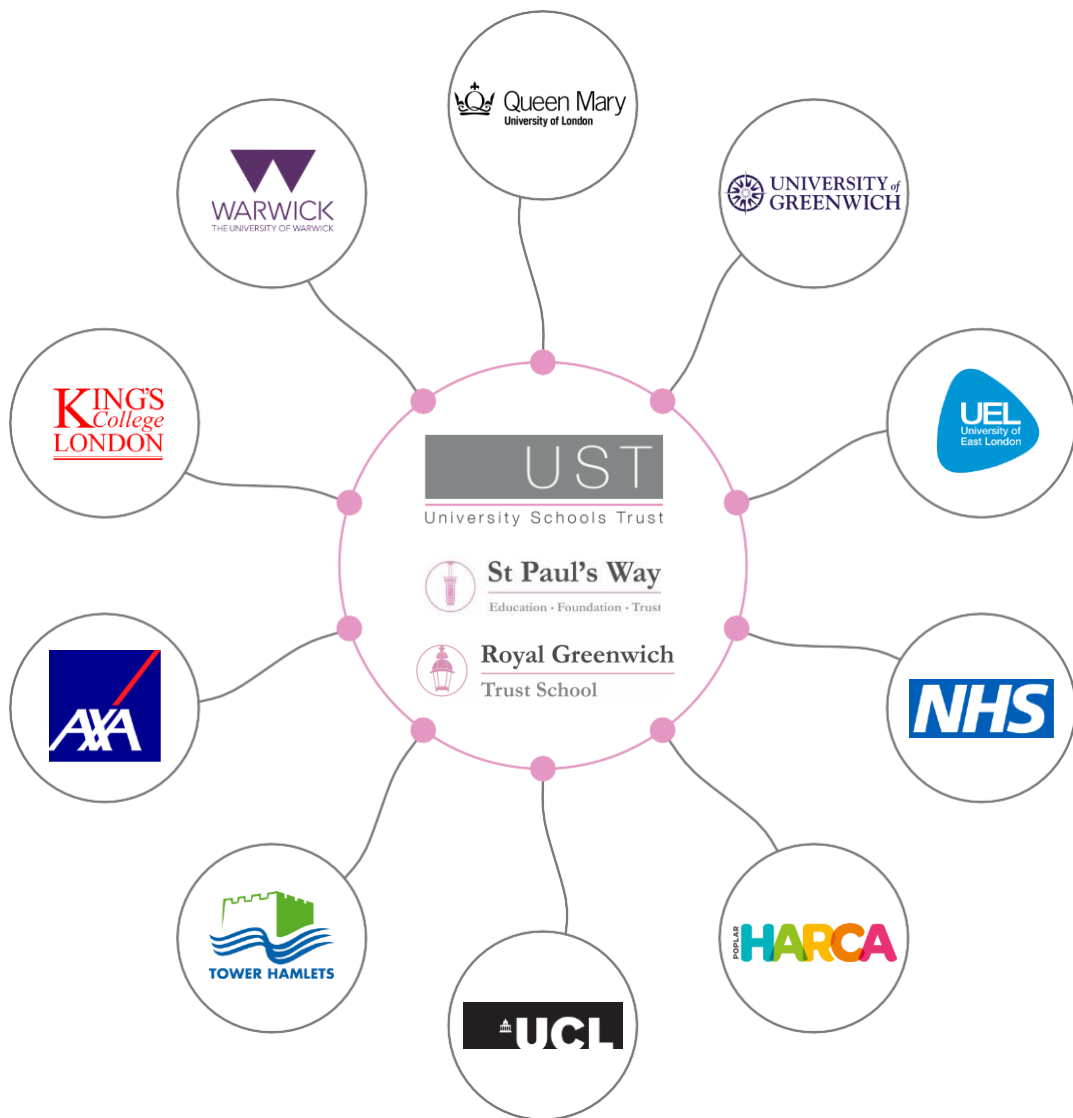
We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are academically challenged, and we use our resources efficiently. The inspirational staff at UST are our greatest resource, and they are encouraged to innovate, share and continually raise our standards.

The UST School of Education, our innovative centre of excellence for school improvement, supports all our teaching and learning. Whilst our dynamic and experienced central services team drive and coordinate all areas of finance, facilities, HR and compliance.

Our university links enable us to co-commission and participate in research to stretch our knowledge of what works and why, and our culture of open collaborative partnership encourages staff to share and learn with other professionals, both in the field of education and education services.

By developing a culture of growth and excellence, the Trust adds value to our greatest resource – our staff.





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University  
Trust Partners

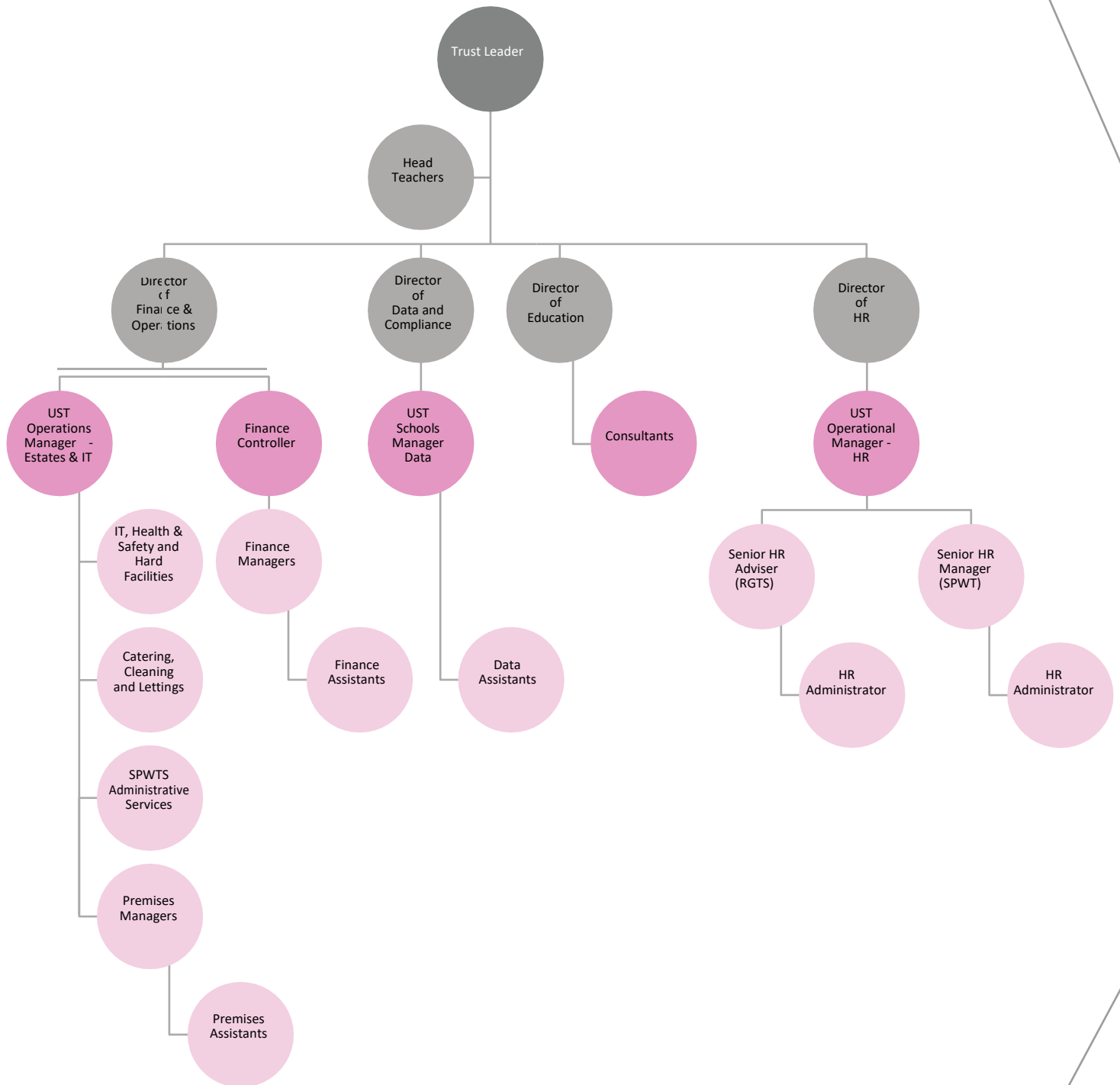
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Trust Partners

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Schools

# Organisation Chart





# Our People Strategy: Continual Professional Learning & Networking Opportunities

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The UST prioritises the support and development of its staff. Our people are our most important resource, however, our approach is tailored given our expertise in developing talent.

The School of Education is positioned within the UST, its remit is to develop and support all our staff. The School of Education offers training courses and bespoke support so staff can fully develop their knowledge and skills continually.

The work of the School of Education is primarily focussed on developing the skills of our teaching staff, but essential training (for example on safeguarding, health and safety, Information technology, etc) is available for all our staff.

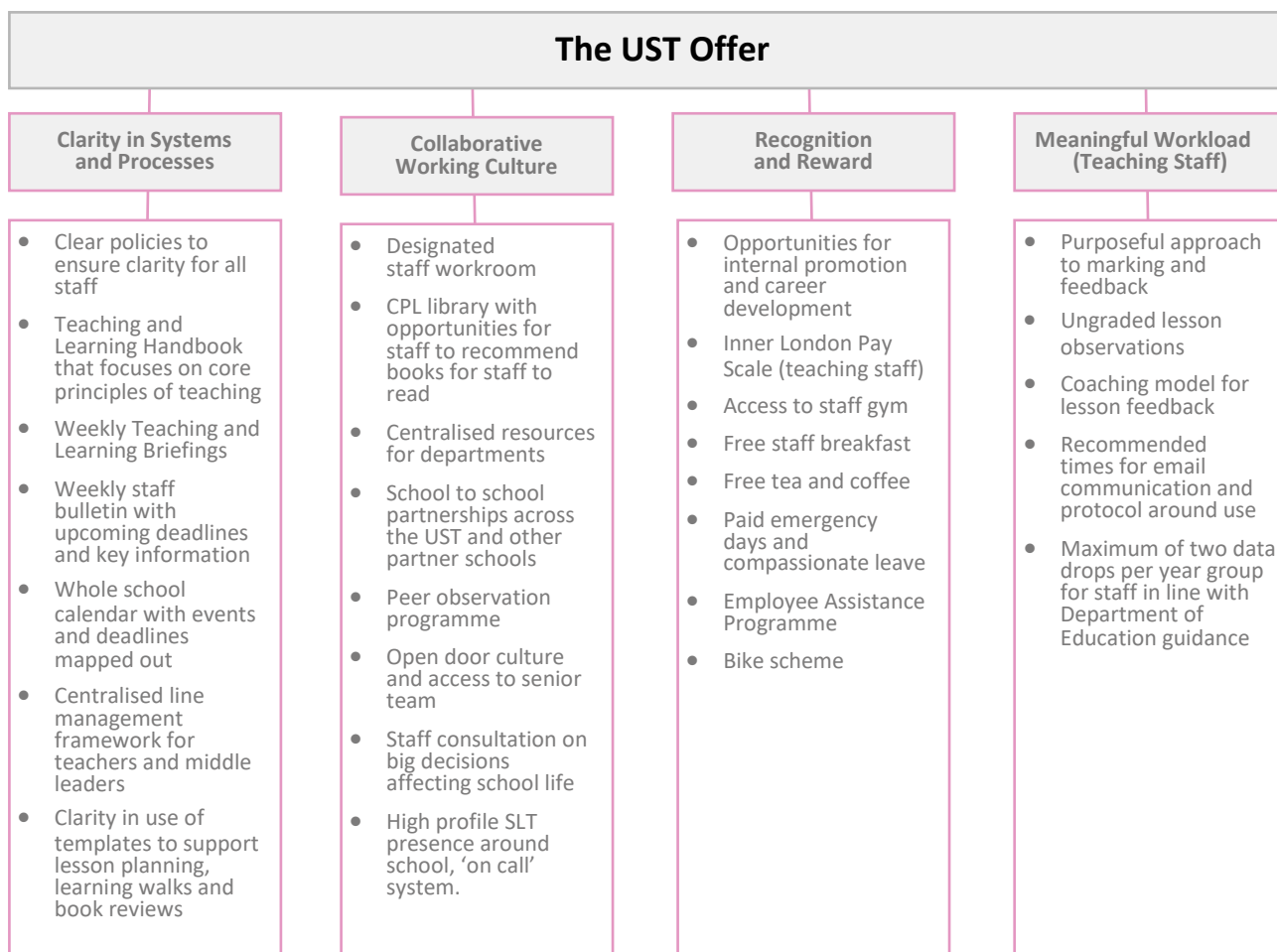
The UST is committed to ensuring that all teachers and support staff across our schools are given opportunities to develop their practice in order to excel as professionals

Through a programme of internal and external training across a wide network of training providers across London, our staff have access to the highest quality of training available.

All teachers and support staff at UST have access to regular opportunities for training and development, both as individuals and as part of their wider faculty teams.



# Staff Benefits and Well-Being



UST is committed to ensuring that staff are supported and that their well-being is considered at school. To that end, these strategies are grouped into four broad areas:

- **Clarity in Systems and Processes** - Staff are given clear direction to enable their time to be managed effectively.
- **Collaborative Working Culture** - Staff are able to access peer to peer support and work together to minimise personal workload.
- **Recognition and Reward** - Staff feel valued for their contributions to the school and that staff are encouraged to go the extra mile.
- **Meaningful Workload** - Decisions made are mindful of staff workload and efficient working practice.

# Job Description

<b>Job Title:</b>	UST Payroll Pension Services Lead
<b>Location:</b>	UST Head Office
<b>Responsible to:</b>	Director of Finance and Operations
<b>Responsible for:</b>	N/A
<b>Full/part time:</b>	Part Time (3 days per week) 52.14 weeks
<b>GRADE:</b>	<b>PO3 SP 33 - 36</b> £42,510 - £45,711 FTE

## INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust, we are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff.

### OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

### MISSION STATEMENT

mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

## JOB PURPOSE

To be professionally accountable for the delivery of a prompt and accurate payment of all employees wages and salaries, in compliance with Statutory and Legal requirements and National and Local

Conditions of Service. To monitor the provision of the managed services by Midland HR for both Payroll and Pension's, using the Midland iTrent HR and payroll solution and to maintain an excellent professional relationship between UST, Midland HR, HMRC, Teachers Pensions and Local Government Pension Schemes and any other agencies as required.

The post holder reports to the Director of Finance and Operations

The post holder may be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and in order to ensure appropriate representation of the business.

The below offers a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

- To be able to respond to complex enquires relating to pay or seeking professional guidance, both in writing and verbally and ensure that all external queries are responded to within reasonable / specified time limits including
- To develop and to run ad hoc reports as required
- Ensure that pay exceptions reports are checked by the appropriate person and signed off and filed appropriately.
- Ensure that BACS recalls, returned credits are re-paid and that the payroll system is amended accordingly.
- To ensure that any contracts for service to provide Payroll or Pensions services are consistently monitored to ensure the level of service that is being delivered to UST meet or exceed the contract.
- To provide earnings information as appropriate, to employees or external organisations
- in conjunction with the Director of Finance and Operations ensure that adequate control measures are in place within the team and that these are regularly reviewed.
- To participate/lead meetings with Midland HR on service delivery and to communicate appropriately where service levels are not to standard

## SPECIFIC RESPONSIBILITIES

### Payroll Delivery

- Liaise and work pro actively with Midland HR, HMRC, Pensions Authorities and other external bodies as required.
- Perform routine data entry for areas of the payroll not currently undertaken by MHR managed service and/or the UST HR department, with the intention of moving these across to MHR when appropriate and to ensure that documentation relating to this is stored in an appropriate way and that all documentation for payroll input meets audit requirements.
- To ensure that all data input is adequately authorised and that it meets audit and departmental requirements.
- Ensure compliance with statutory regulations in respect of HMRC, and pension's regulator, HMC&TS, and other agencies and ensure, in the transmission of all data, compliance with GDPR.
- Respond to relevant correspondence, complaints and queries within agreed time scales.
- Respond to PAYE issues and work in conjunction with Midland HR managed Payroll service on matters relating to payroll accounting reconciliation and year-end submissions to government agencies.

- To ensure that all statutory requirements, conditions of service and Local policies and practices are adhered to in relation to payroll and to keep abreast of legislative changes concerning taxation and other statutory payments/deductions including SSP, SMP, ShPP etc. Jury Service and in the administration by MHR of attachment of earnings orders.
- Provide payroll guidance in accordance with National Terms and Conditions of employment for Teachers and for other schools staff and in line with local procedures and practices.
- To be a source of guidance and advice to managers and employees on all matters relating to pay which may include amendments/variations to contracts, sickness, maternity, paternity pay and conditions of service.
- To establish and maintain good working relationships with colleagues in HR, other departments and external customers in order to provide a service of the highest standard and to ensure that best practice is adhered to.
- To draw to the attention of the Director of Finance and Operations such matters within the range of their work, which requires 'Trust Level' consideration, and to provide advice and information necessary for the process, to enable discussion.
- To make manual calculations of pay where necessary, including the calculation of Tax National Insurance and pensions for the purposes of manual payments

#### Pensions Administration:

- Ensure that the Pensions managed service operates in compliance with auto enrolment regulations as required by the Pensions Regulator and the individual scheme rules for LGPS and Teachers Pension providers.
- Respond to all pension queries as relevant and within the required timescales to ensure timely submissions to the Actuaries and for TPA.
- Provide supporting information to pension's services to assist them to deliver pensions estimates and requests for medical retirement.
- To manage first level queries from staff in respect of pension contributions queries and opt outs.
- To participate/lead meetings with MidlandHR on service delivery and to communicate where service levels are not to standard
- To ensure all monthly / yearly pension returns are completed on a timely basis and to work with the Trusts auditors where such returns require to be audited

Such other duties, within the competence of the post holder, which may be required, reasonably from time to time.

### COMMON ROLES OF ALL TRUST MEMBERS

#### Leadership: Vision and Values

- Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents and wider community the vision, purpose and leadership of the Trust.
- Carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school and the University Schools Trust.
- Assist in the development of a culture and environment in which young people thrive and to drive innovation.
- Lead and contribute to an ethos in the Trust where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally.

#### Leading and Managing Others and Self



- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own development.
- Actively participate in the Trust's performance appraisal cycle.
- Complete any training required to improve performance and take part in the school performance management systems (where relevant)
- Attend UST "All Staff" (and other) meetings as required.
- Work within the Trust's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and visitors.
- Adhere to Trust policies and procedures.

#### **Additional requirements**

- The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.
- The Trust is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy.
- Undertake such other duties as are commensurate with the post and which may reasonably be required by the Trust

# PERSON SPECIFICATION

	Essential	Desirable
CRITERIA	<p><i>The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown.</i></p> <ul style="list-style-type: none"> <li>•</li> </ul>	
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Knowledge of the use of Midland HR iTrent and related software.</li> <li>• Knowledge of National Conditions of Service and local Policies and Procedures and how they relate to payroll provision.</li> <li>• Knowledge of legislation related to payroll and related matters i.e. Tax, NI, pension.</li> </ul> <p>Knowledge of the requirements of the Local Government Pension Scheme</p> <p>Experience of working in a Payroll/HR Team</p> <ul style="list-style-type: none"> <li>• Experience in the use of HR/payroll ICT systems.</li> <li>• Experience of dealing effectively with customers face to face, on the telephone and in writing.</li> </ul> <p>Experience of working within deadlines and under pressure.</p>	<ul style="list-style-type: none"> <li>•</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• Demonstrates commitment to excellent customer service.</li> <li>• Demonstrates a proactive and flexible approach to work.</li> </ul> <p>Demonstrates a commitment to excellence service delivery</p> <ul style="list-style-type: none"> <li>• Demonstrates the ability to communicate effectively in writing.</li> <li>• Demonstrates the ability to communicate professionally at all levels</li> </ul> <ul style="list-style-type: none"> <li>•</li> </ul>	

# Key Benefits and Terms

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The full terms and conditions for this role will reflect those of the London Borough of Tower Hamlets National Joint Council (Green Book) Terms and Conditions and in accordance with Trust policy.

**Grade:** PO3 SP 33 - 36

**Salary:** £42,510 - £45,711 FTE

**Hours & Weeks:** 21 hours per week, 52.14 weeks per year.

**Pension Scheme:** Local Government Pension Scheme (LGPS).

**Probation:** Confirmation of appointment subject to successful completion of a 6-month probationary period.

**Place of work:** UST Head Office, although travel to other sites within UST as well as other external organisation and bodies will be required.

**Training and Development:** Access to personal and professional development opportunities on agreement with the Chair of Trustees.

**Disclosure and Barring Check:** The successful candidate will be required to undergo an enhanced DBS Check.

# Application and Selection Process

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All applications will be acknowledged and there is a nominal closing date for this role. Candidates are encouraged to submit their applications as soon as possible as preliminary shortlisting may begin as soon as they are received.

## To apply please:

- Visit <https://ats-ust.igp.co.uk/vacancies/> and follow the link to complete your application form.
- Provide a personal statement (no more than 2 sides of A4) which demonstrates your suitability for this role based on your experiences and achievements to date.
- Provide two professional references, one of whom must be your current Headteacher/ employer.

## Key dates

Closing date for applications: **9am, Wednesday 7<sup>th</sup> December 2022**

Interview and assessment date: **Week commencing 12<sup>th</sup> December 2022**

## Further information

To arrange a confidential and informal discussion about this role, please email [hrhelpdesk@spwt.net](mailto:hrhelpdesk@spwt.net)

You may also visit our Trust website [www.ust.london](http://www.ust.london)









# UST

University Schools Trust

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