

# Trust Payroll & Pensions Officer

## The Canterbury Academy Trust



The Canterbury Academy Trust  
Schools for all the Talents



# Trust Welcome

The Canterbury Multi-Academy Trust is a successful, popular and expanding organisation, dedicated to improving the life chances of young people and helping across our communities.

Across our 'Schools for All Talents', our staff are driven by our shared ethos and values. We push ourselves everyday to be courageous in our leadership and 'dare to be different;' never swaying from doing what is right for our students and for their futures.

We believe passionately that every young person is special and that everyone is good at something. Across our Trust we constantly challenge ourselves to discover those talents in young people and to nurture individual brilliance; recognising and celebrating each child for who they are.

By striving, every day, during term time and non-term time, to offer as much as possible, as often as possible, for as many as possible through our Trust's exceptional facilities; we believe that schools should exist to serve their students and their communities; not the other way around.

Through all of this, ultimately, we believe that if children are to take anything from education, it is that they leave us as happy, caring, confident individuals; comfortable with who they are, able to embrace everything that is great about themselves and excited about their next steps in life; whatever that may be and wherever those steps may take them.

I'm both immensely proud and privileged to work alongside such a dedicated, passionate team of colleagues, working tirelessly to ensure that the ambitions, dreams and aspirations of our students, become our own ambitions, dreams and aspirations for their futures too.

At the Canterbury Multi-Academy Trust, we believe that every employee matters. We listen, support and encourage our staff to be the very best that they can be and feel proud to play a part in making a difference to every student's journey.

Come and join our Trust, come and share our vision and come and help shape our students' lives.

Mr Jon Watson  
Chief Executive Officer

Take a look at what working at  
The Canterbury Multi-Academy Trust is like:

<https://youtu.be/qTHxBvV4oMg>



# Trust Overview

The Canterbury Multi-Academy Trust came into existence in October 2010 when schools judged by Ofsted to be 'outstanding' were allowed to convert to Academy status, benefit from greater freedoms and shape their futures.

Since then The Canterbury Multi-Academy Trust has grown. It now provides a variety of services 'to improve the life chances of children and to help in the community'. These include: City View Pre-School and Nurseries Ltd; a newly rebuilt and expanded two form of entry Canterbury Primary School; a Specialist Resourced Based Provision for primary ASD pupils; The Canterbury Academy, which has expanded to take an additional form of entry; a Specialist Resourced Based Provision for secondary Speech and Language students; The Cullum Centre, in partnership with The National Autistic Society; The Sixth Form, Enterprise and Employability Centre, which includes one of the largest Sixth Forms in Kent; The Canterbury Youth Commission, The Ashford Youth Commission, an area wide Inclusion and Engagement Service, and Professional Learning and Community Centre with café.

As part of The Concordia Learning Alliance, the Trust helps train the teachers of tomorrow, provides professional development and helps support future leaders across all schools in Kent.

Much of The Canterbury Multi-Academy Trust is located on The Canterbury Campus. The Canterbury Campus hosts a number of other providers and thus creates 'a wealth of opportunity' which means we can 'offer as much as possible, as often as possible, for as many as possible'.

We have a successful partnership with The Langton, which offers a grammar school stream in the school, co-operation in planning and delivering provision for students with ASD, A Level teaching and combined delivery of elite Post 16 sport. This enables us to offer a comprehensive education to the children and families of this area and provide a variety of pathways to success in academic study, sport, performing arts, practical learning and enterprise education.



*A VIEW OF CANTERBURY CATHEDRAL FROM THE PICTURESQUE HILLS OF KENT UNIVERSITY.*



The Canterbury Multi-Academy Trust's schools are successful, popular and expanding.



City View Pre-School and Nurseries will increase its number of places. Due to its location on our campus, children will benefit from a smooth transition to The Canterbury Primary School.



The Canterbury Primary School

The journey starts here



The Canterbury Primary School has been rebuilt to provide a modern state of the art facility which can admit over 420 pupils. Pupils at The Canterbury Primary School gain preferential entry to The Canterbury Academy.



## The Canterbury Academy

A School for all the Talents



Part of The Canterbury Academy Trust

The Canterbury Academy was one of the first all through federations to win recognition as an Advanced Extended School and as a High Performing Specialist School. The Canterbury Academy is an accredited International School. We have taken advantage of the freedoms offered by Academy status to shape our curriculum, our provision and our admission to develop a genuinely comprehensive school.



The Canterbury Academy has a variety of partners to enable gifted students to excel in sport. Its teams regularly compete, and win, county and national championships. Students have gone on to compete in the Olympics and gain professional sports contracts.

The Canterbury Academy works in partnership with The Royal Shakespeare Company and Kent School of Performing Arts to provide professional training for gifted performers. Students have gone on to act on stage, screen and TV.



**The Canterbury Academy offers a grammar school stream in partnership with The Langton. Pupils at the primary school can benefit from accelerated learning opportunities because of this link. The Canterbury Academy is so popular that it expanded to admit an additional form of entry in September 2017.**

## The Canterbury Academy Sixth Form

A Sixth Form for all the Talents



Part of The Canterbury Academy Trust

Students from The Canterbury Academy, and from many other local schools, progress into Sixth Form. The Sixth Form offers, in partnership with The Langton, the full range of A Levels. It is now one of the largest Sixth Forms in Kent and Medway.



The Sixth Form offers the full range of facilitating A Levels. It offers Level 3 BTEC qualifications. It offers Level 2 qualifications. It offers industry relevant qualifications as well as the opportunity to continue with Maths and English.

The Sixth Form also attracts students specifically into the sports and performing arts academies.





# What we can offer:

The Canterbury Academy Trust offers a wide range of incentives to staff which is why it is a great place to work:

- Central Support Services (based at The Canterbury Campus):
  - Human Resources Team.
  - Finance Team.
  - ICT Team.
  - Estates Management.
- Staff Wellbeing Programme.
- Free staff lunch, tea and coffee, as well as an onsite coffee shop, Hat Hats, with staff discount.
- Staff EAP offering a wide range of discounts.
- Reduced staff membership fees for Lifestyle Fitness Gym, located on campus.
- Preferential nursery places, and term-time only fees, located on campus.
- Comprehensive induction and probationary period.
- Talent management, succession planning and greenhousing strategies in place across all teams.
- Staff surveys and voicing on a range of areas, including CPD staff can offer or would like, as well as regular audits to explore opportunities to work across other teams within the Trust.
- Flexible working patterns and arrangements, both in teams and on an individual basis, using rotas to support this as appropriate.
- Discretionary days in holiday periods.
- Supportive approach to absence requests.
- Positive and supportive approach to CPD.
- Use of PPA time.
- Opportunities to teach twilight lessons and have flex time on timetables.
- Protected leadership time timetabled,
- Protected time given to ECT's (including an additional allocation to national guidance on protected time).
- MAT (Multi-Academy Trust) time on Trust leadership timetables.
- Use of a leadership diary to support flexible working.
- Buddying between individuals and teams.
- Use of Occupational Health.
- Use of support programmes.
- Use of Phased return programmes.
- Range of counselling services.
- Use of Exit interviews to inform future planning and improvements.
- Rewards for staff regularly through the academic year.
- Planned events for staff throughout the year.

# Job Description and Personal Specification

**Job Role:** Trust Payroll & Pensions Officer

**Reporting to:** Assistant Finance Manager

**Salary:** TCAT Pay range 7- £26,515 to £28,850  
Depending on skills, experience and qualifications.

**Contract Hours:** 37 hours per week -all year round

## Purpose of Role:

To provide a comprehensive payroll & pension support service to the Chief Executive Officer, Trust Directors, Chief Financial Officer and staff to meet the changing needs and future expansion of the Trust. To support the Trust vision.

## Key Responsibilities Strategic:

To support the Trust and its academies by providing outstanding payroll and pension services and supporting the Trust CFO and HR Director within all areas of payroll and pension administration.

## **Payroll administration**

- Assist with the administration of the full payroll cycle up to final payslips, and in line with the Trust's policies and procedures, ensuring accurate, timely processing of salaries, allowances, timesheets and any other additional payments or deductions.
- Maintain up to date accurate staff contract and salary records for monitoring purposes.
- Act as main contact for payroll and pension queries offering support to staff members across the trust.
  - Respond to staff queries timely and professionally.
  - Monitor and respond to the payroll inbox.
  - Support staff in accessing e-payslips.
- Assist with pay changes monthly and annual pay progression changes.
- Ensure compliance with HMRC requirements including, but not limited to, tax code and student loan notifications.
- Check payroll in conjunction with the Assistant Finance Manager or Trust CFO.
- Maintain the payroll system and assist on any developmental changes required.
- Assist with the administrative process associated with the Bike2Work Scheme.
- Support with year-end audit requirements.

## **Pension administration**

- Assist with the administration processes in relation to the TPS and LGPS pension schemes, ensuring they are managed effectively.
- Assist with the associated process for pension scheme starters and leavers.
- Reconciliation and processing of the monthly and annual pension scheme returns.
- Maintain changes to pension records for changes to staff personal details.
- Prepare and submit any retirement/leaver request estimates.
- Support with year-end audit requirements.



### General Responsibilities:

- Undertake exam invigilation as and when required, once training has been received.
- Be available to assist during specific events such as annual induction evenings and uniform distribution days, other annual school events.
- Attend Twilight sessions relevant to personal CPD or Academy requirements as directed by Assistant Finance Manager or Finance Manager.
- Contribute to totality of role where and when appropriate.
- Undertake any duties as directed by the Finance Manager or Chief Financial Officer in support of the Trusts overall financial responsibilities.
- Cover finance colleagues during periods of absence as directed.

### Personal Characteristics:

The successful candidate will ideally possess many of the following personal characteristics, experience, skills and knowledge:

### Qualifications:

- GCSE Maths and English.
- Studying towards or hold a payroll qualification/Accreditation at Technician level or above or be willing to complete this training to achieve this.

### Experience, Knowledge & Skills:

- Experience of working within payroll
- Good numeracy and literacy skills.
- Competent and effective user of IT, including Excel and Word.
- Knowledge of payroll processing and legislative requirements.
- Ability to manage time effectively to complete tasks to a high level.
- Be flexible to the changing demands of the post.
- The ability to learn new systems relatively quickly would be an advantage.
- Attention to detail and an analytical mind.
- Experience of working in a busy office environment.

### Other Personal Qualities

- Ability to work as part of a team, to work independently and to think laterally and creatively.
- Able to adapt to an ever-changing environment.
- Proactive.
- Excellent interpersonal & communication skills.
- Ability to communicate effectively with parents, pupils, staff and outside companies at all levels.

### Continued professional development

- To take responsibility for their own professional development.
- To maintain a professional portfolio.
- To identify areas for further development and engage fully in the CPD programme of The Canterbury Academy Trust.

## HEALTH & SAFETY RESPONSIBILITIES:

You must abide by the Academy Health & Safety Policy and to implement that policy with regard to the general duties placed upon everyone engaged in the Campus. Compliance to Campus Regulations, Health & Safety Regulations and Fire Regulations.

To partake in any Health & Safety training relevant to the job role.

## SAFEGUARDING:

All appointments are subject to obtaining a current enhanced disclosure and that the information revealed does not prevent or make you unsuitable to work with children as determined by the Chief Executive Officer and/or Chair of Directors. A satisfactory DBS disclosure must be presented to the school before your employment can commence.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Professional Development Review (PDR) programme.



# Application Process

We are, of course, seeking to appoint the best possible candidate and therefore the application process will undertake all necessary measures to achieve this.

When ready to apply, suitable and interested candidates are invited to complete an online application, detailing why they are suitable for the role.

If you have any queries on any aspect of the application process or need additional information, please contact the HR Department on [recruitment@canterbury.kent.sch.uk](mailto:recruitment@canterbury.kent.sch.uk)

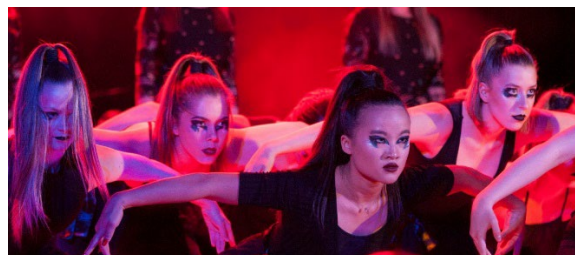
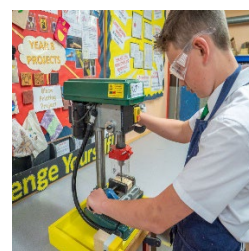
The Canterbury Academy Trust is committed to safeguarding children and successful candidates will be subject to an Enhanced DBS check. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

*Please note that applications will be reviewed upon and receipt and applicants may be invited to interview prior to the closing date.*

**We look forward to receiving your application.**

## Key Dates:

- Closing date for applications:  
**Midday Monday 24<sup>th</sup> February, 2025**
- Interview and assessments activities:  
**TBC - 2025**





The Canterbury Primary School

The journey starts here



The Canterbury Academy

A School for all the Talents



The Canterbury Academy Sixth Form

A Sixth Form for all the Talents



City and Coastal  
College

Providing Opportunities



The Canterbury Academy Trust

Knight Avenue, Canterbury, Kent CT2 8QA

Telephone: 01227 463971

Email: [recruitment@canterbury.kent.sch.uk](mailto:recruitment@canterbury.kent.sch.uk)

Website: [www.canterburyacademy.co.uk](http://www.canterburyacademy.co.uk)

In partnership with Simon Langton  Grammar School for Boys to provide  
a grammar school band for boys and girls in a comprehensive school for all the talents