



JOB DESCRIPTION PAYROLL MANAGER

Job Title: Payroll Manager

Reporting to: This post holder reports to the Chief Finance Officer

Liaising with: Department Manager and outside agencies, and relevant staff in connection with all aspects of the role.

Role Purpose:

- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling The Trust's values in all aspects of the role;
- Provide a comprehensive payroll service to the Turner Trust group of secondary and primary Schools plus their Central Team as required. Using the iTrent HR and Payroll system.
- To promote a community of learners with purpose and passion while modelling the of Turner Schools "Walk The Turner Talk" values in all aspects of the role.

Responsibilities:

- Processing monthly payrolls and ensuring all staff are paid on time. Dealing with LGPS and TPS pension matters and liaising with pension providers as appropriate.
- Dealing with all HMRC matters and liaising with HMRC as appropriate.

Main Duties:

- **iTrent System Management:** Perform all activities necessary to process monthly payrolls specifically through the iTrent system.
- **Accuracy & Compliance:** Ensure all employees are paid correctly and on time while maintaining meticulous payroll records.
- **Deductions & Adjustments:** Manage all voluntary and involuntary deductions, including changes in pay, tax status, and other miscellaneous updates within the iTrent environment.
- **Pension Administration:** Act as the primary lead for all pension matters, liaising with providers (e.g., TPS and LGPS), processing documentation, producing pension year-end returns and leading on the annual TPS audit.
- **HMRC Liaison:** Manage all HMRC matters and liaise with external agencies as the authoritative point of contact for the Trust.
- **Reporting:** Produce monthly and annual reports as required by senior management, including the maintenance of a monthly Master Establishment List.
- **Forecasting:** Produce annual salary budgets and in-year salary forecasts for management reporting.
- Other ad hoc Payroll duties as required.
- Working with other members of the Finance team in providing a first class service to all Turner Schools.



Communication

- **Service Excellence:** Work with the Finance team to provide a first-class service to all Turner Schools staff.
- **Response Standards:** Ensure telephone calls are returned within one working day and emails within two working days.
- **Stakeholder Liaison:** Act as a spokesperson for Turner Schools, upholding high standards in all personal, telephone, and written communications.

Other Duties:

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- **Growth:** Actively engage in performance reviews and personal development to stay updated on iTrent features and payroll legislation.
- To continue personal development as agreed at appraisal and actively engage in the Performance Development Review cycle.
- **Compliance:** Adhere to Turner Schools corporate policies, including Health and Safety and the Trust Dress Code.
- **Reliability:** Maintain a record of excellent attendance and punctuality
- To be a key part of the life of the school community, to support both the values, vision and ethos of school and the Trust, and encourage students to follow this example.

Person Specification:

Qualifications & Training

- Essential: Level 3 or 5 CIPP (Chartered Institute of Payroll Professionals) qualification or equivalent professional experience.
- Essential: Evidence of ongoing professional development in payroll legislation and iTrent system updates.
- Desirable: iTrent-specific certifications (e.g., MHR Advanced Payroll or Systems Administration).

Experience

- iTrent Expertise: Proven experience in end-to-end payroll processing specifically using the iTrent system (Payroll and People modules).
- Education Sector: Experience managing payroll within a school or Multi-Academy Trust environment, including understanding of "Burgundy Book" (Teachers) and "Green Book" (Support Staff) terms.
- Pensions: Significant experience in administering the Teachers' Pension Scheme (TPS) and Local Government Pension Scheme (LGPS), including monthly returns and year-end processing.
- Regulatory Liaison: Track record of successfully liaising with HMRC and other external agencies on complex tax and payroll matters.



Technical Skills & Knowledge

- System Configuration: Ability to maintain and update iTrent elements, including changes in pay, tax status, and voluntary/involuntary deductions.
- Reporting: Advanced skills in producing monthly and annual reports, including the maintenance of a Master Establishment List for senior management. Excel skills are essential.
- Data Integrity: High level of accuracy in checking timekeeping, holiday records, and starter/leaver information to ensure data compliance.
- Legislation: Comprehensive knowledge of current payroll legislation, including Statutory Payments (SSP, SMP, SPP), RTI, and Auto-enrolment.

Personal Qualities and Attributes:

This position requires the following personal qualities and attributes:

- Ability to contribute towards school and the Trust's vision and ethos. This position must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people;
- professionalism: A commitment to upholding high standards of the Academy in all communications, whether written, verbal, or via telephone.
- Service Focused: Ability to provide a "first-class service" to staff and suppliers, ensuring queries are resolved within established timeframes (1–2 working days).
- Reliability: A record of excellent attendance, punctuality, and adherence to corporate policies and dress codes.
- Collaborative: A proactive approach to working within the Finance team and participating in staff development activities.
- Ability to demonstrate academic ambition for all pupils; a genuine passion and belief in the potential of every pupil;
- Determination to improve standards and outcomes in non-selective education on the south-east Kent coast;
- Interest in playing a part, through education, in the re-generation of Folkestone;
- High ethical standards;
- Strong interpersonal, written and oral communication skills;
- Motivation to improve standards and achieve excellence;
- Ability to demonstrate honesty and integrity;
- Excellent organisational skills;
- Ability to work collaboratively with partner schools in the Trust and beyond;
- Ability to communicate effectively, professionally and in a friendly manner with colleagues, pupils, and parents and external agencies;
- To be an ambassador for school in dealing with external persons, and to be an admired and respected member of the team by internal colleagues and pupils;
- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner.



All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Principal or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Turner Expectations

Turner staff will 'Walk the Turner Talk'. They will:

- **Speak and act with care:** Always show compassion and respect for children.
- **Act boldly:** Be ambitious for yourself and the children and young people we serve.
- **Learn from adversity:** Be evaluative, thoughtful and reflective.
- **Challenge convention:** Be curious, welcome difference and unfamiliar thinking.
- **Connect with others:** Support colleagues, parents and pupils to make a great team.
- **Use your voice:** Offer different views and ask questions.
- **Do what it takes:** Be relentless in pursuing the best for children.
- **Ask for support:** Be open and honest when plans go awry.
- **Don't give up:** Be calm, resilient and measured when managing challenges.

Acceptance:

I confirm that I have received and understand the job description,

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....