



Job Description

POST:	Senior Payroll and Pensions Officer
TEAM:	Oasis Restore
RESPONSIBLE TO:	HR Manager
RESPONSIBLE FOR:	Not Applicable
SALARY:	£37,918 (SCP28) to £41,819 (SCP32) full time equivalent salary per annum – plus Local Government Pension Scheme (pro-rated £30,334.40 - £33,455.20)
LOCATION:	Oasis Restore, Rochester, Medway, Kent
WORKING PATTERN:	Part Time (4 days per week)
DISCLOSURE LEVEL:	Enhanced

About Oasis Restore

Oasis Restore is the country's first secure school, a proof-of-concept policy initiative funded by the Ministry of Justice and the Youth Custody Service. Oasis Restore's mission is to transform the life chances of children in the criminal justice system through delivering psychologically informed, integrated practice that centres on trusted, safe relationships between staff and children. Oasis Restore is a learning community that embeds hope, professionalism, stability, and opportunity for children beyond the secure school. We will accommodate up to 46 children, across 12 residential flats (each sleeping between two and six children).

Job Purpose

We are seeking an experienced, proactive and detail-oriented Senior Payroll and Pensions Officer to join our small but busy HR team. This role is pivotal in managing the end-to-end payroll and pensions processes for school staff, ensuring accuracy, compliance, effective customer service and timely delivery. As we begin to plan our transition away from an outsourced payroll provider, the successful candidate will play a key role in establishing robust internal systems and processes

Championing Oasis Vision and Values

- To be personally aligned with the Oasis Ethos and 9 Habits.
- To participate actively in and support the vision and values of Oasis Restore.

- To be part of an aspirational culture and ethos where all staff and children can achieve success and become engaged in their learning and the learning of others.

Key Responsibilities

Payroll Administration

- Process monthly payroll for all school staff, including starters, leavers, and contractual changes.
- Administer statutory and occupational sick pay, maternity/paternity pay, and other leave entitlements.
- Calculate and process calculations such as sick pay and help develop automated ways of doing so through our software platforms
- Manage overtime claims and ensure accurate payments.
- Manage any HMRC or other statutory payments
- Maintain payroll records and ensure data integrity across HR and payroll systems.
- Liaise with Finance and Deployment rota colleagues to ensure correct payroll journal entries and reconciliations.
- Manage the BACS and CHAPS processes
- Manage day to day and more complex queries from staff
- Take an active role in developing an SLA
- Manage the administration of other benefits and take a lead role in reviewing their value and effectiveness

Pension Administration

- Administer pension schemes (e.g., LGPS and Teachers' Pension Scheme), including enrolments, opt-outs, leavers and changes.
- Compile and submit monthly and annual pension returns and contributions to relevant pension funds.
- Ensure compliance with pension regulations and deadlines.
- Respond to pension-related queries from staff and external bodies.
- Work with Auditors as and when required
- Lead on fostering effective working relationships with Pension Funds

Transition Support

- Take an active role in the transition from outsourced payroll services to in-house provision.
- Help develop and document new payroll and pensions procedures.
- Take an active role in system design, implementation and testing as required.
- Guide and train junior members of the team in payroll and pensions administration

General HR Support

- Collaborate with HR colleagues to ensure seamless integration of payroll and HR data.
- Provide advice and guidance to staff on pay and pension matters.
- Maintain confidentiality and comply with data protection regulations.
- Help to with general junior related HR tasks as and when needed on an adhoc basis (ie minuting meetings, help monitor shared inbox, supporting with recruitment and onboarding activities from time to time, 1st level queries)
- Play an active role in policy development particularly those linked to payroll and pensions

Staff Care and Development

- Fully engage with line management from a designated member of staff and participate in group-based reflective practice with colleagues.
- Work within the ethos, principles and practice of Oasis Restore, in which staff look after their own and each other's emotional resilience and physical wellbeing and commit to excellent, innovative practice.
- Embody the qualities of benign curiosity, reflectiveness and compassion described in the Restore Framework. This means actively engaging in being honest about your feelings in the workplace, in the appropriate spaces.

Safeguarding

- Participate in and complete all safeguarding training and act in accordance with our safeguarding policy at all times, ensuring that children are safe and well cared-for and that risks to their safety are understood contextually and acted on according to Restore policy. Work according to the understanding that safeguarding is the responsibility of all and is embedded in all practice and interactions with children, staff, visitors, our partners, and stakeholders.
- Be aware of Health and Safety regulations as applied to the whole school environment, and to ensure these are followed in order to maintain the safety of staff and children at the school, maintaining a household environment that is appropriate and sensitive to the needs of the children and is compliant with the Children's Homes (England) Regulations 2015 and other relevant statutory and practice standards.
- Work within the policies, code of conduct, practice and procedures defined by Oasis Restore, at all times.
- Share our commitment to safeguarding and promoting the welfare of children, undergoing appropriate checks, including an enhanced DBS check.
- Monitor and maintain good practice in accordance with the Children's Homes Regulations 2015, the Children Act 1989, Ofsted, the RCPCH Healthcare Standards for Children and Young People in Secure Settings (CQC), Keeping Children Safe In Education, the Oasis Restore ethos and values, and relevant legislation.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed

Employee	Line Manager

Print Name		Print Name	
Date		Date	

Person Specification

Our Purpose

Oasis exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each academy community.

	Criteria (Essential and Desirable)	How it will be assessed
Values and Ethos	<ul style="list-style-type: none"> An enthusiasm for demonstrating commitment to the values and behaviours which flow from the Oasis ethos. <i>Relationships</i>: The conviction that providing the best care for children depends on the foundation of building deep, trusting and bounded relationships characterised by unwavering commitment and integrity <i>Discovery</i>: The commitment to gaining knowledge and understanding through learning as you 'do', remaining reflective and open to ongoing experiences, ideas and learning <i>Community</i>: The belief that we are interdependent and equally responsible for the environment we create, and that the journey of discovery and relating is brought to life in community 	A, I, GT
Competencies	<ul style="list-style-type: none"> <i>Relational skills</i>: the ability to persevere and build good, compassionate, responsive relationships, developing mutual respect and understanding and maintaining boundaries. <i>Curiosity and reflectiveness</i>: the capacity to discover self, other, context and new perspectives, being observant, open and self-aware, able to reflect, adapt and to foster this in others. <i>Containment</i>: the ability to remain calm, collaborative, caring and creative under pressure; reliable, punctual and well-organised, acting as a role model to others. 	A, I, GT

	<ul style="list-style-type: none"> • <i>Teamwork</i>: able to work integratively and inclusively within and between teams, seeking out and exploring different views and contributing towards a shared goal. • <i>Communication</i>: able to collect, record and interpret multiple forms of information relevant to the role; strong oral and written communication skills. • <i>Flexibility and managing complexity</i>: able to anticipate and manage change flexibly and responsively, and to consider diverse issues and needs in decision-making. 	
Qualifications	<ul style="list-style-type: none"> • Level 2 English and Maths qualifications or equivalent, or willingness to work towards these with our support. • Intermediate-level (or above) payroll, accountancy or pension qualifications, or a willingness to work towards these with our support. 	A, I
Experience, Skills, and Knowledge	<ul style="list-style-type: none"> • Comprehensive experience in payroll and pensions administration, ideally within an education or public sector setting. • Strong understanding of PAYE, NI, statutory payments, and pension schemes. • Excellent attention to detail and numerical accuracy. • Proficient in payroll software and Microsoft Excel. • Ability to work independently and as part of a team in a fast-paced environment. • Excellent communication and interpersonal skills. • Proven experience with pension funds such as LGPS and Teachers' Pension Scheme. • Solid experience of HR systems and integration with payroll. • Experience supporting organisational change or system transitions. 	A, I, GT

*A= Application form
I= Panel interview
GT= Group Task
UT= Unseen task, Presentation
AC = Assessment Centre