



Maritime  
Academy  
Trust

# Recruitment Pack

**Role** Pensions & Payroll Officer

**Date** December 2021

# Introduction

Maritime has been an adventure from day one. We are proud of how far we have come, but more than that, we are excited about where we are going.

We are passionate about breaking barriers for children and helping them realise they are capable of incredible things. We expect the same of ourselves -- thinking outside the box and achieving creativity through problem-solving. We are relentlessly focused on building a brilliant organisation to help build a solid start in life for every single one of our pupils.



Tiffany Beck, Chair of Trustees

This is an excellent time to join us at Maritime as we are at a key juncture in our journey. We are using a recent period of growth as an opportunity to reinvigorate our vision and goals for the future, a process currently underway. We know from this crazy Covid period we have to think differently. We need to reimagine what education can look like for our children and families and we need the determination and drive to get us there.



Nick Osborne, Chief Executive Officer

# Background

Maritime Academy Trust began as a partnership of three schools in Greenwich. The impact of our partnership work was striking – our schools transformed through targeted collaboration, innovative ideas and an entrepreneurial curriculum, firmly embedded in knowledge, that builds leadership and life skills into children. To secure this collaboration for the future, we created Maritime in 2016. Since then, our Trust has grown in strength, capacity and expertise.

We now serve 4000 pupils and 700 staff in thirteen schools across Greenwich, Bexley, Kent and Medway. We support the development of our schools in all aspects of education, finance, HR, IT, estates, operations and governance.

Our role as a Trust is to ensure meaningful collaboration drives improvement, innovation and efficiencies across the schools, enabling headteachers to focus on teaching and learning so every pupil can thrive.



# Maritime Mindset

We created Maritime around an idea - that education should be meaningful, that children should love learning, and that everyone who works with us should feel they make an impact. We believe in preparing children for a future we can't even imagine yet - through the life skills in a knowledge-rich, entrepreneurial curriculum: critical thinking, collaboration, creativity, character, citizenship, and communication. This is how they'll be able to adapt in an ever-changing world. Children celebrate their learning through their Big Outcomes.

We work together across our Trust through our Maritime Behaviours which frame our approach to every day, every opportunity and every challenge: collaboration, adaptability, supportiveness & trust, humour & positivity, humility & honesty, and creativity & innovation.

Each of our schools is different, but they do share three main things:

- A belief in a curriculum that is engaging for children and challenges them to develop skills as well as knowledge.
- An expectation of outstanding behaviour in school so children feel safe and are in an environment which helps them learn to the best of their ability.
- A strong belief in collaboration, looking to learn from each other and also willing to support others when they are in need.



# Our Academies

Our academies are located across London and the South East.



Barnsole Primary School



Bligh Infant & Junior School



Brooklands Primary School



Danecourt School



Ebbsfleet Green Primary School



Featherby Infant & Junior School



Greenacres Primary School



Hook Lane Primary School



Millennium Primary School



Nightingale Primary School



Timbercroft Primary School

# Job Description

## Job Description

<b>Job Title:</b>	Payroll and Pensions Officer
<b>Grade:</b>	C1(Medway)
<b>School/Team:</b>	HR
<b>Reporting To:</b>	HR Director
<b>Direct Reports:</b>	None

### Purpose of Job:

To work within the wider HR Team providing a professional, responsive and efficient payroll service to Trust schools.

To undertake pension administration for the Trust. Liaising with both the Local Government Pension Scheme and the Teachers' Pension Scheme, promptly responding to queries and requests for information.

### Specific Responsibilities

Ensure that all payroll changes, including starters and leavers are input accurately and on time to meet payroll deadlines ensuring that accurate payments are made to staff on a monthly basis.

Support schools with payroll calculations and more complex queries raised, such as calculating salaries.

Respond to payroll and pension enquiries from employees providing advice and guidance on payroll and pension matters where appropriate.

Monitor and manage any errors made in payroll in order to ensure they are resolved in a timely way.

Manage exceptions to the payroll process, including the administration of over/under payments, unpaid leave, maternity/paternity/shared parental leave entitlements and sickness, applying and checking calculations as required.

Ensure the external payroll provider has correct and up-to-date information on pay increments, cost of living increases and other changes to salaries and the allowances structure, processing this information as required.

Assist with the monthly production of reports working to agreed deadlines.

Work with the finance team on the monthly reconciliation of payroll control.

Support senior leaders and staff with inputs on i-Trent for example, overtime claims or accessing payslips.

Supporting the Trust audit process providing information required.

Administration of the Trust's salary sacrifice schemes, including inputting and processing associated transactions into the payroll system.

Ensure the quality of data held within the payroll system undertaking regular checks and reviews.

Liaise with the Teachers Pensions Scheme, and Local Government Pension Scheme Administrators. Requesting estimates, processing retirements and supporting the auto enrolment and opt out process.

Identify further improvements and changes to Payroll and Pensions processes to ensure delivery of a high quality, customer focused service and continued service improvement.

To support the completion of payroll and pensions related projects.

### **General**

To undertake any other work appropriate to the level and general nature of the post's duties.

To undertake all duties with due regard to the provisions of health and safety regulations and legislation, the Trust's Equal Opportunities, Data Protection and statutory obligations in respect of safeguarding children.

### Person Specification

<b>Job Title:</b>	Payroll & Pensions Officer
<b>Grade:</b>	
<b>Academy/Team:</b>	HR

**Method of Assessment:** AF= Application Form, T = Test, P = Presentation, I = Interview

**Shortlisting Criteria:** Essential criteria assessed via application form should be used to shortlist.

<b>Criteria</b>	<b>Method of Assessment</b>	<b>Essential/Desirable</b>
<b>Knowledge &amp; Experience</b>		
Good standard of formal education, minimum of 5 GCSEs or equivalent	AF/I	E
Experience of payroll administration	AF/I	E
Experience of payroll administration in an Education setting	AF/I	D
<b>Skills and Abilities</b>		



Excellent ICT skills and the ability to utilise a number of packages, i.e. google sheets, Excel.	T	E
Excellent verbal and written communication skills	T	E
High level of numeracy and literacy	T	E
Exceptional attention to detail	T	E
Ability to prioritise workload in order to meet deadlines	AF/I	E
Ability to build effective working relationships with staff and other stakeholders	AF/I	E
Ability to use own initiative and consider solutions to problems as they arise	AF/I	E
<b>General</b>		
Commitment to the highest standards of child protection and safeguarding.	AF/I	E
Understanding of and commitment to the Trust's/School's equal opportunities policies and ability to put into practice in the context of this post.	AF/I	E
Understanding of and commitment to the Trust's obligations in respect of the General Data Protection Regulations (GDPR) 2018.	AF/I	E



How to  
Apply:

Please apply online via [TES](#) using the online application form.

Some text

Application  
Deadline:

15th December 2021

Interviews:

20th December 2021

Further  
Information:

Please visit the [Maritime Academy Trust website](#)



## Contact Us



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