

Job Description

Job Title:	Head of HR, Payroll & Pensions
Salary/Grade:	Greenheart Grade 7, NJC 29-33 (£50,787 – £54,890 pa)
Contracted Hours:	Full-time (37 hours per week)
Academy Name:	GLP Central Team
Location/Address:	Hybrid/Burntwood
Reports To:	Chief Financial & Operations Officer

Greenheart Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety. The post-holder is subject to satisfactory references which will be requested prior to the interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

At Greenheart, everyone is supported to become **confident, creative** and **successful** lifelong learners and **active** and **informed** members of their communities. Greenheart people always:

- Find shared solutions to problems
- Try new things
- Take ownership
- Keep learning and learn from each other
- Treat everyone fairly and kindly

Purpose of the Post:

The purpose of the post is to deliver a proactive, effective, and efficient HR, Payroll and Pensions service across the Partnership. The post-holder will be accountable for the effective management of our people, payroll and pension services. You will work with key academy and Partnership stakeholders, to deliver solution focussed support and ensure we meet operational deadlines.

You will ensure the efficient and effective management of all HR documents, together with associated payroll and pensions related activity. The post-holder will also ensure the provision of a high-quality administration service through the Academy's Senior Administrators, whilst complying with all statutory and legal regulations.

You will also be the systems administrator on iTrent (MHR's HR & payroll system) and manage relationships with three pension providers (Teachers Pensions, Staffordshire Pension Scheme and West Midlands Pension Scheme) and Greenheart's outsourced payroll and pensions provider, MHR.

Relationships:

Reporting to: Chief Financial & Operations Officer

Line Management: HR & Payroll Systems Administrator

Duties and responsibilities:

Overall

This is a detailed list but is not meant to be exhaustive and the post-holder will be required to support and manage all areas of HR, Payroll and Pensions throughout the Partnership:

Strategic

- To advise and support the Executive Leadership Team to achieve and maintain compliance with legal and regulatory obligations.
- To develop and maintain company policies and procedures related to HR, Payroll and Pensions.
- To build and support a culture of continual improvement.

HR Operational Delivery

- To manage an end-to-end process for all HR elements demonstrating a commitment to safeguarding, ensuring the completion of the DBS Checks and the Single Central Record at Partnership and academy level.
- To prepare relevant documents including contracts of employment for new starters, contract variation letters and termination processes as required within the required timescales.
- To develop and maintain an Employee Handbook.
- To provide an HR service of advice and training to line managers, administrators and employees and support with the management/maintenance of workflows for Academies.
- To advise and support Headteachers with employee relations issues including performance management, disciplinary, grievance and redundancy.
- To meet with your school leaders and managers frequently (to align and prioritise activity).
- To ensure job descriptions for all positions within the partnership are relevant to the needs of the partnership and are stored within our iTrent HR system.
- To ensure compliance with the Data Protection Act in relation to employee records.
- To collate staff insight through employee surveys, discussions and meetings, making recommendations for developing practice.
- To provide a monthly reporting and monitoring process for key employment issues including sickness absence monitoring.
- To manage Greenheart staff, pay and benefits package.
- To undertake the appraisal cycle with direct reports, modelling exemplary practice and supporting other line managers.
- Oversee the use and manage the contract with external HR providers.

Management of Payroll and Pensions

- Ensure contractual pay, annual pay increments, uplifts and special payments are applied and recorded appropriately in iTrent.
- Ensure the accurate and timely processing of PAYE, Teachers Pension and LGPS.
- Ensure accurate records of payroll and payments ensuring new starters, leavers, statutory leave, holiday, sickness, tax codes and NI contributions are up to date and processed accordingly.
- Ensure the highest standards of payroll and pensions administration, in partnership with school leaders and managers.
- Reconcile payroll to include salary increases and overtime.
- Produce and submit BACS and other external third-party payments.
- Produce and submit HMRC RTI and auto enrolment pension files.
- Supporting school leaders and managers and Headteachers with payroll and acting as central point of contact.

- Working closely with the Academies and Head of Finance & Corporate Reporting to effectively manage and process payroll accurately.
- Administer absence related pay deductions.
- Calculate and process maternity, paternity and sick pay payments.
- Apply salary sacrifice scheme deductions.
- Ensure monthly payslips, P45s and P60s are processed for all employees.
- Prepare BACS request files for payment.
- Process payroll period end and reconciliations in a timely manner.
- Ensure accurate employee pay contract details are recorded on payroll software.
- Maintain up to date and comprehensive guidance notes on payroll and pensions procedures.
- Ensure completion and submission of monthly and periodic returns for all pension schemes, including new joiner, leaver and pension estimate procedures.
- Apply and maintain auto-enrolment regulations.
- Apply AVC adjustments.
- Assist staff on pension and payroll queries.
- Draft and issue payroll and pension letters as required, including annual salary statements.
- Assist external auditors by providing them with reconciliations, reports, or contractual information as required.
- Ensure that correspondence, enquiries, and problems are dealt with swiftly and in an appropriate manner and that strict confidentiality is always maintained, including the management of confidential papers and files.
- Continuous checking and updating of key tables and information held on MHR, sharing changes with Academies.
- Ensure all payments and adjustments made to pension records are recorded accurately with Pension Providers and through our systems.

Health and Safety Strategy

- Working in partnership with the Head of Operations, provide advice and support to ensure compliance with legal and regulatory obligations making recommendations to enhance practice.
- Support investigations as required into accidents and incidents, in partnership with operational colleagues.

Other Duties and Responsibilities

- Actively represent and promote the ethos and values of the Partnership and promote and act at all times in accordance with our policies, ie. Safeguarding, Health & Safety and Equal Opportunities.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To ensure compliance at all times with GLP policies, especially those regarding Employment, Health & Safety, Equal Opportunities and Safeguarding, ensuring best practice as an integral part of all service delivery.
- To demonstrate a commitment to a systematic study of own practice and performance with a consequent programme of continuous professional and self-development in line with GLP and professional development priorities.
- To undertake such other duties as may reasonably be regarded as within the scope of the duties and responsibilities and grade of the post as defined, subject to any reasonable adjustments under the Equality Act and the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Safe Working Practices for Adults working with Children - It is the responsibility of each employee to carry out their duties in line with Greenheart's ethos and culture of safe working practices for Adults' working with Children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations - The post holder is required to comply with GDPR regulations ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018). The post-holder is to maintain awareness of Partnership policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Fluency - This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Equality and Diversity – There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the partnership.

Health and Safety - The post-holder must at all times carry out his/her responsibilities with due regard to the Partnership's policy, organisation and arrangements for Health and Safety at Work.

Pension – The post-holder will be enrolled into the Local Government Pension Scheme (LGPS).

Annual Leave – The Partnership's holiday year runs between 1 September and 31 August. The employee is entitled to holiday under the Greenheart Central Staff holiday entitlements. The post-holder is required to take holiday in periods that limit the impact to the normal running of the Partnership.

Notice Period –The post-holder is subject to a 3-month notice period. The Partnership reserve the right, by written notice, to place the post-holder on 'Garden Leave' for the whole or part of the remainder of their employment. The post-holder will continue to receive basic salary and all contractual benefits in the usual way and subject to the terms of any benefit arrangement.

Flexibility - All staff within the Greenheart Family will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and teamwork is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Developed by:	Chief Financial & Operations Officer	Date of issue:	December 2024
Signature of Post-holder		Date of signature:	