GREENWOOD ACADEMIES TRUST	JOB SPECIFICATION **Payroll Apprentice**
Reports To: People Operations Manager	Department/Site: Education Support Team – People Directorate

Why	**Job Summary** Complete a Level 3 Payroll Administrator Standard by working under supervision to provide high quality administrative support to the People Directorate Team.
What	**Main Responsibilities** • Input pension and payroll data in an accurate and timely manner, compliant with relevant policies. • Support all internal and external audits related to pensions and payroll. • Enter employee data on to the MyPeople data management system. • Assist with the administration of all claims of extra payment and deductions. • Assist with the creation and distribution of annual and incremental pay statements. • Ensuring all payroll information and records are maintained in accordance with statutory requirements. • Liaising with employees and outsourced payroll service provider to resolve any anomalies or discrepancies relating to pay. • Undertake administrative duties by the effective use of Word documents, Excel spreadsheets, Outlook and HR system. • Assist with the maintenance and administration of staff records, including updating the live HR System in order to maintain the integrity of data. • Develop and maintain positive working relationships with internal and external customers and service providers. • Complete and submit pension forms and missing service information electronically. • Assist with email and telephone queries relating to HR from current staff and members of the public. • Undertake training and duties required to complete an externally assessed qualification. • On-going satisfactory completion of specified training units will be monitored during your apprenticeship. • Maintain confidentiality at all times. • Any other duties deemed appropriate to the role.

How	Competencies	Personal Attributes (level expected when job is conducted to the required standard)
	Framework *Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and ethos of the Trust.*	Act as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust
		Recognise and respect difference between individuals and play their part in making the Academy/Trust more inclusive
		Pro-actively checks to prevent errors and achieve targets
		Know the local arrangements concerning the safeguarding of children and young people and how to use them
		Takes responsibility for own Health & Safety, ensuring immediate work environment is safe
		Develop effective professional relationships with colleagues knowing how & when to draw on advice and specialist support
		Demonstrate consistently the ethos and behaviour which are expected of all
		Understands why it is important to follow policies and procedures and knows where to find them
	Development *Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.*	Participate in whole team/department training/induction events
		Create a 'can-do' culture to raise aspiration for all
		Takes responsibility for improving own working/teaching practices through appropriate professional development, responding to advice and feedback from colleagues

	Leading *Providing direction to ensure that the resources are available to achieve results in the most effective way.*	Responsive to leadership and direction	
		Acts a role model, upholding professional and courteous manner at all times	
		Receives direction and is able to follow instructions	
		Completes the tasks assigned which contribute to the delivery of specific results	
	Task Management *Establishing appropriate courses of action for oneself and others to accomplish.*	Receives tasks and knows who they are accountable to in their work	
		Is supported in planning daily workload	
		Prioritises within daily tasks	
	Communication *Providing direction to ensure that the resources are available to achieve results in the most effective way.*	Communicates effectively with children and colleagues. An active listener	
		Is numerate	
	Problem Solving/Decision Making *Able to identify a potential problem, propose and assess solutions and decide upon a course of action.*	Identifies problems and looks for support	
		Participates in team based decisions	
		Knows, understands and complies with procedures relating to information and confidentiality	
		Solves problems within own remit which does not affect others	
		Seeks support when immediate decisions are required	
	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
	Education, Qualifications and Experience (EQE)	Minimum of grade C in maths and English at GCSE level (or equivalent qualification); good IT skills and competency in the use of the Microsoft Office package.	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	
	Data Protection	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.