



**Job Title:** Payroll & HR Administrator

**Department/School** Accounts

**Reports To:** Head of Finance

#### **Job Purpose**

To ensure accurate and timely processing of monthly payroll, in compliance with School policies and UK payroll legislation and pension auto-enrolment.

This is a key role responsible for overseeing and administering the accurate and timely delivery of payroll and pension services across the School. You will ensure that all staff are paid correctly and on time, and that statutory and regulatory obligations are fully met. You will also support the HR Team with recruitment and some routine employee changes.

#### **Main responsibilities**

End-to-end processing of monthly payroll, including starters and leavers, contractual changes, overtime and additional hours/timesheets, pro-rata calculations and holiday pay calculations.

Ensure compliance with latest legislation/rules which you will be expected to keep up to date with.

Statutory calculations and compliance: PAYE, NIC, SSP, SMP/SPP/ShPP, student loans and EAOs to ensure accurate FPS/EPS RTI submissions to HMRC.

Pensions and auto-enrolment: assess eligibility, manage enrolments/opt-outs, changes in contribution rates, and upload contribution files to schemes.

Ensure PAYE, National Insurance, and Pension liabilities are accounted for and paid over within deadlines.

Maintain accurate employee records and controls, to support external audit.

Respond to payroll and pension queries in a timely, professional and helpful manner, escalating where necessary. These can be in person, by phone and by email.

Maintain record of absences including sickness and monitor and manage annual leave records.

Support the HR Team with the recruitment process including advertising roles, arranging interviews and pre-employment checks. In addition, support with some routine employee changes including flexible working requests and change of hours.

### Knowledge, Skills and Experience

| Attribute                                       | Essential  | Desirable  |
|---|--|--|
| <b>Education, Qualifications &amp; Training</b> | SCQF Level 5 in Maths and English (Or equivalent).   | SQA Certificate in Payroll (SCQF Level 6)<br><br>CIPP Payroll Technician Certificate |
| <b>Knowledge &amp; Experience</b>               | In-depth knowledge and experience of Payroll processes.<br><br>Able to plan, prioritise and organise workload to handle busy periods and meet all deadlines. | Pensions knowledge<br><br>Working in a school.                                       |
| <b>Skills</b>                                   | Good attention to detail<br>Strong organisational and planning skills<br>Excellent communication skills<br>Strong Excel skills                               | Experience of using PASS.<br><br>Experience of YouManage.                            |

### Dimensions

This a permanent part-time role working three days a week, 8:30am to 4:30pm, with a one hour unpaid lunch break. Total of 21 hours per week (0.6 FTE). Based on site. Flexibility regarding which three days per week you work, subject to business needs.

### Additional Requirements for the role

This job requires:

- Protection of Vulnerable Groups Scheme (PVG) Registration

The Protecting Vulnerable Groups (PVG) scheme is managed by Disclosure Scotland. It helps ensure people who are unsuitable to work with children and protected adults cannot do regulated work with these vulnerable groups.