



Fulston Manor School

Post: Trust Pensions & Payroll Assistant

Reports to: Trust HR & Business Director

Responsible to: Trust HR & Business Director

Salary: FMAT Band D3 £31,430.00 FTE

Actual Salary: £12,741.89 for 15 hours per week, year-round.

Job Purpose:

To provide support to the Payroll and HR Team and have responsibilities for the administration of pensions, payroll and HR related matters across Fulston Manor Academies Trust.

Specific responsibilities

Payroll & Deputising for Payroll Officer

- Assist with the monthly preparation and processing of payroll for all staff across the Trust where required.
- Deputise for the Payroll Officer during absences or busy operational windows, ensuring seamless, accurate, and timely pay delivery.
- System maintenance – routine back -ups, data extraction and with old data for record keeping.

Pensions Administration & Compliance

- Facilitate the statutory Auto-Enrolment process, including the administration and communication of 3-yearly re-enrolment cycles with the Trust Payroll Officer.
- Provide pension providers with accurate and appropriate workforce details.
- In conjunction with the Trust HR & Business Director, assist external auditors with quarterly and annual pensions audits by sourcing and preparing all requested payroll and pensions documentation.
- In conjunction with the Payroll Officer prepare and report on all pension contributions into the LGPS and TPS.
- Be a point of contact for staff for enquiries including retirement or pensions opt out.

HR Administration & Employee Support

- Serve as a point of contact for employee queries regarding payroll and pensions
- Oversee the administration of the Westfield Health employee benefit scheme, updating monthly records for new starters, leavers, and amendments.

Supporting the School:

- To understand and apply school policies and procedures
- To undertake training and other learning activities and attend relevant meetings as required to ensure own continuous professional development
- Undertake any other HR, payroll, or pensions duties as reasonably requested by the Trust HR & Business Director or the Executive Headteacher.

Person Specification

Criteria	Essential	Desirable
Qualifications & Training	GCSE Grade C/5 or above in English and Maths Evidence of continuous professional development in HR, payroll or pensions	
Experience	Practical experience supporting HR, payroll operations, pension schemes. Previous experience managing core administrative operations within a fast-paced office environment, including complex calendar management, record-keeping, and document preparation.	Experience of payroll systems/software ideally Sage 50 Experience of Google Workspace Prior experience preparing data for external audits Experience with educational, public sector, or TPS schemes is highly desirable), and general HR administration.
Knowledge & Skills	Strong working knowledge of HR, payroll systems, pension reporting workflows, and MS Excel. Practical understanding of UK statutory payroll processes (Tax, NI, SSP, SMP, final pay calculations). High level of numerical accuracy and meticulous attention to detail Ability to prioritise a varied workload and hit strict monthly HR/payroll/pensions deadlines with minimal supervision	Proficiency in Microsoft Excel (VLOOKUPS, pivot tables, data formatting). An understanding of auto-enrolment rules, statutory deductions, and HMRC RTI rules. Knowledge of educational pay frameworks and conditions of service (e.g., Burgandy Book, STPCD). Familiarity with school Management Information Systems (e.g. SAM People).
Personal Attributes	A compassionate, empathetic and discreet	

	approach when handling sensitive and financial issues Excellent customer service focus with clear written and verbal communication. Strong time management to hit rigid monthly statutory deadlines. Resilience to step into time-critical payroll cover at short notice. Proactive mindset with a willingness to learn complex pension processes.	
--	--	--