Job Title:	Payroll Partner
Job Grade:	Band 9 SCP 24-27
Reports To:	Head of People & Culture
Direct Reports:	N/A
Clearance Required:	Enhanced DBS
Key Stakeholders:	All levels of management, People Team, Finance Team, employees, external agencies, and partners

Job Purpose

The Payroll Business Partner is responsible for providing professional expertise and operational oversight of payroll, pensions and workforce-related data across the Trust. Acting as the Trust's recognised subject matter expert, the postholder will ensure the delivery of a compliant, efficient and customer-focused payroll service whilst supporting the achievement of the Trust's strategic objectives.

This is both a strategic and operational role, responsible for the end-to-end payroll and pension function, and subject matter expert to the Trust. You'll lead on payroll governance, statutory compliance, audit and risk management, ensuring all payroll and pensions activities are delivered in accordance with legislative, regulatory and Trust requirements. You'll also develop payroll capability across managers and People Team colleagues through training, coaching and professional guidance, helping to embed best practice and ensure consistency in the application of payroll, pensions and pay-related processes across the Trust.

As subject specialist, you'll play a key role in supporting organisational change, including academy transfers, TUPE activity, restructures, establishment changes and organisational growth. The role provides specialist payroll and pensions expertise to support due diligence activities, workforce transformation programmes and change initiatives across the Trust.

Ensuring the digital platforms are fit for purpose and aligned to our wider People strategic ambitions, you'll contribute to the continuous improvement and digital transformation initiatives, identifying opportunities to streamline processes, enhance system functionality, improve data quality and increase automation. The role will support the implementation of new technologies, self-service solutions and system

developments to improve the user experience and maximise organisational efficiency.

Key Responsibilities and Accountabilities

Subject Specialist Leadership and Business Partnering	
A	Act as the Trust's recognised subject matter expert on payroll, pensions and statutory pay, to ensure compliance on legislative requirements, pay updates and policy changes.
B	Manage high-risk payroll issues and internal audit recommendations. Analyse payroll, pension and workforce data to identify trends, risks and opportunities.
C	Build and maintain effective relationships with senior leaders across the Trust, providing expert payroll, pensions and workforce advice to support workforce planning, strategic decision-making and establishment change proposals.
D	Identify opportunities for automation/streamline and ease of application for all users to improve efficiency and end user experience, including project planning, training and guidance rollout to underpin any changes
E	Develop payroll capability across People Team colleagues
F	Lead payroll workstreams associated with academy transfers, establishment changes/restructures, organisational growth, acquisitions, and TUPE activity in relation to pay and pensions.
Payroll Operations and Service Delivery	
A	Take responsibility for all payroll process, ensuring accuracy, completeness of payments and deductions (NI, pension, tax, other), confidentiality, and compliance with all statutory and Trust requirements, to include (but not limited to) starters, leavers, contractual changes, sickness, maternity/paternity, additional hours, and other pay variations.
B	Maintain the Trust's staffing establishment, ensuring accuracy of posts, FTEs, contracts and pay details, and personnel records in line with GDPR and policy.
C	Act as the key contact for pay and pension queries, and develop the knowledge of the People Team in responding to simple queries.
Governance Compliance and Risk	
A	Maintain and operate appropriate internal controls within payroll processes, ensuring accuracy, segregation of duties and fraud prevention, liaising with HMRC and external bodies as required.
B	Maintain accurate pension records for Teachers' Pension Scheme (TPS) and Local Government Pension Scheme (LGPS).

C	Prepare and submit accurate monthly and annual pension returns, ensuring contributions are fully reconciled to payroll records.
D	Ensure statutory reporting is completed accurately and on time (e.g., P60s, P45s, year-end returns, statutory payments).
Systems Project and Continuous Improvement	
A	Provide regular establishment and payroll reports to the People Team and school leaders, and ensure payroll data aligns with approved staffing structures, pay policies and delegated authorities. Experience advising senior leaders, producing strategic workforce insight, and future-proofing payroll systems for growth
B	Investigate and resolve payroll discrepancies and queries in a timely manner.
C	Ensure all payroll new recruitment and changes are supported by appropriate authorisation and documentation, maintaining a clear audit trail
D	Contribute to the design, development, implementation and onboarding, to include configuration, data migrating and ongoing development of HR and payroll systems,
E	Develop, maintain, and regularly review payroll standard operating procedures (SOPs), ensuring they are up to date, compliant and consistently applied
General Duties	
A	Undertake continuous professional development to maintain up-to-date payroll, pensions, and legislative knowledge.
B	Participate in Trust-wide initiatives and cross-team projects.
C	Undertake other duties consistent with the scope and grade of the role as directed by line manger

This Job Description is not definitive and outlines key accountabilities – colleagues are expected to be flexible regarding their accountabilities and will from time to time be asked to carry out other duties to ensure achievement of organisational goals.

Person Specification

Qualifications	Essential or Desirable
GCSE Maths and English (or equivalent)	E
Significant experience leading complex payroll services in a multi-site organisation, and payroll administration	E
Chartered Institute of Payroll Professionals (CIPP) qualification	E
Membership to Chartered Institute of Payroll Professionals	D
Knowledge / Experience	**Essential or Desirable**
Strong technical payroll knowledge including taxation and statutory requirements.	E
Strong technical application of end-to-end payroll and pension function, statutory returns and external reporting	E
Solid understanding of pensions, from administration to advice and onward referral (TPS and/or LGPS)	E
Experience leading payroll transformations, implementing payroll /HR systems, system upgrades including rollout across to leaders and end-users	E
Experience advising senior leaders, producing strategic workforce insight, and future-proofing payroll systems for growth	D
Experience in an education or public sector environment	D
Awareness of child protection / safeguarding issues	D
Skills	**Essential or Desirable**
Strong verbal and digital communication skills (Teams, Excel and Microsoft Office skills)	E
Experience using payroll systems (Edupay used currently)	E
Excellent attention to detail and accuracy	E
Strong organisational and time management skills	E
Ability to communicate effectively with a range of stakeholders	E

Ability to work independently and as part of a team	E
Ability to support system changes and process improvements	E