

PANGBOURNE

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HR AND PAYROLL ADMINISTRATOR - JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title:	HR and Payroll Administrator
Reports to:	HR Manager
Department:	Human Resources
Hours per week:	30 hours per week (Office based)
Contract Type:	Permanent - All Year
Probationary Period:	6 months (but may be extended dependant on performance)

Key working relationships: HR Manager HR Advisor Bursar / Head of Finance / Head of Operations SLT All Staff
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Job Summary To support the HR Manager and HR Advisor in ensuring that the HR Function provides a professional service to the College. To support the recruitment life cycle ensuring that the staff journey from onboarding to offboarding is in line with college policy, statutory compliance and best practice. Responsibility for the maintenance of the Single Central Register and managing the payroll.
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Key responsibilities:

RECRUITMENT AND ONBOARDING

- Support the HR Team in the Onboarding Process
- Send out new starter documents
- Complete New Starter checklist
- Carry out DBS checks and Barred List Checks
- Carry out right to work checks
- Professional qualification checks
- Request and follow up references
- Complete Online, Prohibition and other compliance checks
- Creation of New Starter Digital Records and maintaining the current staff records
 - ISAMS
 - SCR Tracker (Single Central Register)
 - Moorepay
 - IHASCO Training
- Creation of New Starter files for sign off by Head/Bursar

COMPLIANCE

- Maintenance of Single Central Register (which is checked termly by the Head and Safeguarding Governor)
- Arrange DBS renewals for existing staff.
- Ensure UKVI compliance checks are recorded
- Coordination of Safeguarding Training (for Deputy Head Pastoral)
 - Arrange training
 - Update the SCR
 - Provide information for annual return to West Berkshire Council
- Where compliance checks are not complete for new starters ensure Risk Assessments are requested from HR Advisor/Manager.

ADMINISTRATION

- Management of archive system
- To maintain and update paper and electronic records
- Provide information/data for Annual Census
- Managing IT Access for new starters and leavers
- Organising security badges
- Managing the Eye Test Voucher Scheme
- To assist with human resource enquiries from other staff members

PAYROLL ADMINISTRATION

- Administration and processing of monthly payroll for all staff.
- Upload new starter information to the Payroll system - calculating no of hours per week and salary based on the pay scales

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- Upload changes such as sickness, holidays, leavers and starters each month to the payroll system
- Carry out checks in order to ensure timesheets are accurate and any inconsistencies are resolved.
- Upload pension data to pension providers each month
- Production of annual salary letters and uploading the salary to the Payroll system

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

This job description and accompanying documentation do not form part of the employment contract.

Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.

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It is the firm policy of the College to promote a happy, professional, yet “family” atmosphere and to develop the potential of all pupils and staff. If ever there is a need to talk over aspects of school, or indeed home-related issues, please speak to your head of department or a colleague.

June 2024
