

## **HR ASSISTANT (DATA)**

The Sir John Brunner Foundation Centre (Northwich)

Grade 5

SCP 7 – SCP 11

Job Description & Person Specification

### **Job Description**

#### **Reporting to**

Payroll & HRIS (HR Information System) Officer

#### **Purpose of the role**

To provide support to the Payroll & HRIS Officer in the effective delivery of HR Information Services, payroll and pensions. This role has a strong focus on effective management, optimisation and development of the HR system. This includes maintaining accurate and secure employee data, supporting system improvements, and ensuring the HRIS underpins efficient HR payroll and pensions processes.

#### **Main responsibilities**

##### **HRIS Management**

1. Support in the maintenance of employee records in the HRIS, ensuring data accuracy, integrity, and confidentiality.
2. Collaborate with systems provider and HR colleagues to identify system enhancements and improvements to meet business needs.

##### **Reporting & Analysis**

1. Support in the data entry of information into the HRIS to ensure accuracy
2. Support in the production of regular payroll, pensions, and HRIS reports to the HR team and wider organisation
3. Analyse payroll, pensions, and HRIS data to identify trends, issues, and opportunities for improvement.

4. Provide insights and recommendations to senior management based on data analysis.
5. Provide a full reporting suite to senior management including monthly balance scorecards.

### **Payroll & Pensions Management**

1. Support the Payroll & HRIS Officer ensuring accurate and timely processing of payroll for all employees, including teachers, support staff, and casual workers.
2. Review payroll submissions, ensuring compliance with relevant legislation, regulations, and trust policies.
3. Act as the primary point of contact for payroll-related queries and escalations.
4. Liaise with Finance and wider HR teams as necessary
5. Liaise with external stakeholders and contractors as necessary to ensure accurate and timely payroll and pension administration.
6. Support in the administration of pension schemes for employees, including auto-enrolment, contributions, and compliance reporting.

### **Other**

1. Putting children and young people at the centre of everything the Foundation does, and to ensure their safety and welfare of children and young people across the Foundation.
2. To identify and implement opportunities for the Foundation to operate in a more effective and efficient manner for the benefit of stakeholders.
3. To continue to build upon the positive reputation of the Sir John Brunner Foundation and its rich history to ensure its long-term success and sustainability, liaising with external stakeholders at national, regional and local levels.
4. Build effective relationships with other MATs to facilitate the sharing of expertise and best practice and working closely with those schools wishing to join The Sir John Brunner Foundation.
5. Adhere to the Foundation's policies on code of conduct, Safeguarding, H&S and Data Privacy.
6. Any other duties not specified, but are commensurate with the skills and knowledge of the post holder.

## Person Specification

	Desirable	Essential
<b>Qualification</b>		
A level or equivalent qualification (good standard of English and maths)	✓	
CIPP qualifications or payroll qualification (or QBE)	✓	
<b>Experience</b>		
Experience working within a high-volume data/numerical department (e.g payroll or finance department)	✓	
Experience in education setting, preferably Multi Academy Trust	✓	
Experience managing a HRIS, and building queries and reports		✓
<b>Knowledge &amp; Skills</b>		
Knowledge of payroll relevant legislation and best practice	✓	
Computer literacy, with proficiency in HRIS		✓
Analytical skills with the ability to collate and present data		✓
Strong communication and interpersonal skills, with the ability to work effectively with internal and external stakeholders		✓
<b>Attributes</b>		
Ability to maintain confidentiality and handle sensitive information with discretion		✓
Highly organised, with the ability to plan and prioritise		✓
Ability to work in fast paced environment, with excellent attention to detail.		✓
Committed to deliver exceptional standards in all areas		✓
Professionalism, integrity and ability to maintain confidentiality		✓
Willing and able to travel to different sites within the Foundation from time to time.		✓
Commitment to promoting diversity and inclusion in the workplace		✓