



Job Description

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	Financial Resources
Core Job Role:	Payroll Apprentice Administrator
Job Title:	Apprentice (Level 3) – Payroll Administrator
Reports to:	Payroll Manager
Grade	Level 3 Apprenticeship Rates
Date of compilation:	01.07.2023

ROLE SUMMARY:

As part of the payroll team you will work alongside colleagues to provide shared payroll support services to each of the providers within the group whilst studying towards a Level 3 Certificate.

We are seeking a driven, focused and passionate individual to undertake this role and explore this incredible opportunity to contribute to the continued success of the group.

SPECIFIC ROLE RESPONSIBILITIES:

1. Deliver a customer focussed, responsive and quality administrative service by reacting to and meeting a range of fluctuating pressures and daily demands
2. Gather payroll-related information such as worker and payment details to ensure statutory and contractual payments can be made on time and accurately
3. Create payroll records from the information gathered prior to payroll processing, updating and validating as appropriate using workplace systems and processes
4. Process payroll data to ensure that workers are paid on time and accurately using payroll software and associated finance, Hr and IT systems, as appropriate in the workplace. Whilst a working knowledge of systems and processes is essential, this must also be underpinned by the ability to perform manual calculations
5. Adhere to organisational internal reporting deadlines and obligations using agreed systems and processes, these may include computerised payroll software, spreadsheet packages such as Excel and payroll procedure manuals

6. Communicate professionally and effectively with stakeholders internal and external to the payroll function. Identifying the appropriate communication media for each situation which may include telephone, face to face, E-Mail or video calls
7. Demonstrate in all actions and interactions the professional ethical standards relevant to the payroll profession, company values and role whilst adhering to legal requirements such as the principles of confidentiality and data protection legislation
8. Identify the problem-solving techniques that apply in a given situation taking ownership through to resolution, escalating complex situations where appropriate
9. Practice guided continuous self-learning and professional development to maintain and develop knowledge and skills in a profession that is constantly changing, this may be through workplace learning, research and / or training courses

CORE RESPONSIBILITIES:

1. To deliver a quality administered payroll service to support the effective running of the payroll team in line with any service level agreements that may exist throughout the payroll cycle, whilst undertaking on-the-job training leading to a recognised Level 3 qualification.
2. As this is an Apprentice role, the post holder will be required to undertake studies towards the successful completion of the Level 3 Payroll Administrator Apprenticeship and the Level 3 Certificate for a CIPP Payroll Administrator
3. The post holder will, at all times, comply with Luminate Education Group Financial Regulations and Procedures and maintain a pro-active and diligent approach to fraud awareness

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

*Encouraging all to think aspirationally,
inspiring others to do the same.*

Collaborative & responsive

*Proactively seeking opportunities to
create synergies and positive outcomes
for all.*

Person Specification

Job Title:	Apprentice (Level 3) – Payroll Administrator
Department	Financial Resources

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. GCSE (or equivalent) in English at grade 4 or above	A / C
E	Q2. GCSE (or equivalent) in Maths at grade 4 or above.	A / C
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Experience of using Microsoft Office systems and databases (Word, Excel, Outlook) as an intermediate user.	A / I
E	Highly organised with the ability to work to demanding deadlines and deliver.	A / I
E	Enthusiasm and confidence in establishing internal and external relationships	A / I

D	Experience of working in a role including administration and delivering excellent customer service	A / I
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Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Able to communicate well with customers and colleagues throughout the Group. Relates effectively to others, both one to one and in teams	A / I
E	Highly organised with the ability to work to demanding deadlines and deliver outcomes in an accurate and timely manner	A / I
E	Ability to create new ideas and perspectives, see possibilities and challenges in constructive ways.	A / I
E	Ability to cope with continuous and complex changes, to be flexible and able to balance multiple tasks and respond to changing priorities.	A / I
E	Ability to exercise absolute integrity in respect of confidential matters. Ensuring that any specified procedures for the security and confidentiality of information are always maintained.	A / I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I