



Payroll & Pensions Assistant Recruitment Pack



Thank you for your interest in joining Weydon Multi Academy Trust at an exciting point in our journey.

Weydon Multi Academy Trust is a thriving and growing community of 18 schools and a sixth form college across Southwest Surrey and Northeast Hampshire, alongside our Trust SCITT, i2i, which plays a vital role in developing the next generation of teachers. While each school retains its own distinctive identity and community feel, we are united by shared values and a collective commitment to excellence for every child and young person we serve.

Collaboration sits at the heart of how we work. We are stronger together sharing expertise through subject networks and aligning curriculum and assessment to secure consistently high standards. This culture is underpinned by our Flow Working Charter, rooted in respect, reward and recognition.

The role of Payroll & Pensions Assistant with our Trust is an important role ensuring excellent customer service and payroll accuracy across all the schools and colleges. Joining WMAT means making a meaningful difference at scale, supported by strong systems and processes, professional networks and a culture that values learning for pupils and adults alike.

We look forward to hearing from you.

A handwritten signature in black ink, appearing to read "John Winter", is enclosed within a thin black rectangular border.

John Winter
CEO

Dear Applicant,

Thank you for your interest in the position of Payroll & Pensions Assistant at WMAT.

This is a fantastic time to join our Payroll Team, as we embark on an exciting journey to transition onto a brand-new, unified payroll platform. By applying for this role, you will be joining a strong and supportive team where your efforts will be highly valued during this transition. You will play a vital part in keeping our day-to-day operations smooth while helping us build our future system, making sure all our employees continue to be paid accurately and on time.

We are looking for someone with proven Excel skills and the ability to work confidently with large volumes of data, reports, and payroll information. Previous payroll experience, or a strong understanding of payroll principles and processes, would be highly beneficial. Candidates with an HR background may be interested in this role as it offers the opportunity to build on existing people-focused knowledge while developing specialist payroll expertise.

Success in this role relies on strong partnerships. You will collaborate closely with colleagues across both HR and Finance, helping to ensure information is managed accurately and processes run smoothly. This dedication helps ensure our staff receive an excellent experience throughout their employment journey.

As the Payroll system is continually evolving, you will play a key role in data migration, testing, and learning to navigate our new technological system. We are looking for an individual who is excited to embrace innovation, adapt to new digital developments, and move forward with the exciting changes currently taking place both within the payroll function and across the wider Trust.

As a Trust, we are deeply committed to the growth of our staff. We actively encourage and support ongoing professional development, which includes providing opportunities and support to pursue qualifications to help you advance your career in Payroll.

If you are eager to learn new skills, work with a great team, and make a meaningful difference to our educational community, we would love to receive your application.

A handwritten signature in dark ink, reading "Louise A. Buckley".

Louise Buckley
COO

Job Title	Payroll & Pensions Assistant
Salary	WA6 FTE pay range £30,571 - £35,372 per annum
Hours	Full-Time 36 hours per week/52 weeks a year (flexible weekly working pattern)
Start Date	Autumn 2026
Closing date for applications	Wednesday 16th September 2026 @ 9am We reserve the right to interview and appoint prior to the closing date should a suitable candidate be identified.
Location	The role will be based between the two Trust offices at Weydon School and Tomlinscote School. The postholder will be required to travel occasionally between the different schools and college across WMAT as needed. There may be the option for potential hybrid working, subject to the requirements of the role and in agreement with the Trust.

Key Purpose	The primary function of this role is to support the Payroll Lead and Payroll Manager in delivering excellent customer service and accurate payroll across WMAT. The postholder will assist with the accurate processing of Payroll & Pensions, adhering to UK payroll statutory requirements, responding to employee queries, providing required data and ensuring payroll returns and external audits are delivered. The role will currently work across two payroll platforms, iTrent and Data plan, and will support the accurate maintenance of HR & Payroll data.
Key Responsibilities	Payroll • Process the monthly payroll, delivering accurate and timely data by: ◦ Supporting HR with the input of all contractual changes, including starters, leavers, and amendments; ◦ Processing data imports and manual entry into the payroll systems; ◦ Processing, validating and auditing timesheets either manually or via Employee Self Service (ESS) approval. ◦ Ensuring all pension entries follow scheme rules and regulations; ◦ Supporting with the calculations and processing of ad hoc payments or deductions;

	• Assist with pre-BACS payroll checks and system audit checks, responding to queries raised; • Assist with processing and administration of WMAT benefits; • Support with all year end payroll activities including annual payroll returns, external audits and statutory reporting requirements; • Communicate with the Payroll Lead and Payroll Manager, and with the external Managed Payroll Service where required. Employee & System Support • Provide the first point of contact for all Trust staff, responding to all queries using the appropriate terms & conditions, policies & procedures and scheme rules: ◦ Maintain up to date understanding of the different terms and conditions across the Trust; ◦ Escalate complex queries where required; • Manage ESS user access and support staff with system navigation and updates. • Complete system audit checks where required (annual leave and role changes). • Support system changes, updates, or developments.
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	Pensions • Prepare and submit accurate monthly pension data liaising with managed services; • Assist with the processing of auto-enrolment. • Support the statutory audit process • Provide initial responses to pension-related queries from all pension providers and Trust staff, escalating issues where needed; • Assist with uploading documents, completing forms (e.g. retirement applications), and processing opt-ins/opt-outs; • Support with the completion of annual returns and monthly remittances liaising with managed services; • Liaise with the external Managed Service and Pensions Administration Service when required. Data & Reporting • Ensure compliance with GDPR and data protection requirements when handling personal and payroll information; • Monitor data quality and make recommendations for process improvements; • Ensure all aspects of employee payroll records are accurate, correcting discrepancies; • Assist in formatting data for annual pay awards;
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	• Produce annual pay statements; • Assist with the delivery of all the statutory returns relating to payroll, pensions, and HR.
Safeguarding	All staff have a shared responsibility to actively promote inclusion, fostering an environment where every individual feels valued, respected, and supported in their learning and development. Complying with Trust policies (including those of the constituent academies) and procedures as appropriate including those relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the General Data Protection Regulation (GDPR) requirements, with concerns reported as per the relevant policy.
General	Attend training sessions and meetings as required. Keep up to date with developments and changes in associated legislation and guidance and communicate information to colleagues as appropriate. Consider, and act upon professional support and advice as required.

Other Duties	Continue with professional development to ensure up to date understanding of relevant Payroll & Pensions legislation and best practice. Ensure that personal data records must be compliant across the Trust and that all information is confidentially stored and processed in line with GDPR requirements, as per the advice of the Data Protection Officer. To carry out any other tasks commensurate with the role/grade as may be requested by the Trust from time to time, including working in other departments when required. All WMAT staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. Duties and responsibilities may vary from time to time.
Vision & Values	To work in a way that underpins the WMAT Vision and Values: <i>Stronger together, transforming lives, creating memories which are celebrated for a lifetime</i> <i>Core Purpose:</i> <i>Transforming lives</i> <i>Core Values:</i> <i>Aspiration and ambition for all, trusting relationships, restlessness in the pursuit of being better, positive and inspiring, people focused</i>

WMAT Benefits

- Up to 31 days annual leave plus Bank Holidays
- Membership of the LGPS or TPS pension schemes with employers' contribution 16.5% (LGPS)
- Hybrid working opportunities
- A flexible approach to working to promote fulfilling working opportunities with wider work life balance and personal commitments
- Access to rewards scheme offering savings with national retailers
- Interest free loans available through cycle to work scheme
- Health Cash Plan
- Additional 2-day wellbeing weekend in November
- Commitment to high-quality professional learning throughout your career
- Social events, refreshments
- Free onsite parking facilities

Person Specification

Payroll & Pensions Assistant Person Specification

We are looking for an individual who is passionate about providing excellent customer service to colleagues through an accurate and efficient payroll and pensions service. The ideal candidate will have:

Qualifications

- A good standard of general education to A Level or equivalent (a minimum of 5 GCSEs A* - C or 9 - 4 (or equivalent) to include Maths and English).

Significant and proven experience in the following areas:

- Proven understanding/experience of Payroll & HR and providing support with payroll & pension related questions.
- Understanding of the UK payroll and Education pension legislation and statutory requirements.
- Understanding of educational pay systems and structures.
- Significant experience of working within a customer service role.
- Experience working across departments and with external providers.
- Advanced and proven experience with EXCEL (macros, advanced lookup, manipulation of large data sets) and strong proficiency in MS Office and Google. In specific advanced EXCEL
- Experience with HR / Payroll systems, electronic MIS systems.

Personal Qualities and Skills

- Attention to detail with an ability to ensure data accuracy
- Strong financial, numerical and analytical skills
- Knowledge and understanding of payroll & pensions statutory requirements
- Proficient technical skills
- Professional communication skills
- Strong customer focused behaviour
- Ability to build rapport with others to foster positive working relationships.
- A 'can do' attitude.
- Ability to work independently and as a member of a successful team.
- Resilient, calm, and able to work under pressure.
- High professional standards and personal integrity in order to maintain confidentiality

Desirable

- CIPD or Payroll qualifications.
- Professional qualification in pension administration.
- Practical experience of pension administration
- Experience in a similar role within a college or school setting.

Job Requirements

- A current clean driving licence and access to a vehicle for work purposes to enable travelling between Trust Academies.

How to Apply

To apply for the position, please complete the Application form, which must contain information about your experience and details of two referees. As part of your application, please provide a personal statement of no more than one A4 pages detailing how you feel you meet the criteria outlined in the Person Specification and Job Description.

Other Information

WMAT takes the control and processing of employee data very seriously and is committed to acting in line with the GDPR regulations; please read the attached applicant privacy notice which explains how your data is processed.

We reserve the right to research applicants on social media platforms and the internet. The Trust may take this into consideration during the recruitment process. We welcome applications from all suitably qualified applicants. Disabled applicants who meet the minimum criteria will be invited for an interview.

WMAT is committed to safeguarding and promoting the welfare of all children and young people within our care and requires all staff and volunteers to share and demonstrate this commitment. Any future offer of employment remains subject to satisfactory pre-employment checks, including enhanced DBS clearance, a health check and references.

