

JOB DESCRIPTION

Post:	Payroll and Schedules Assistant
Responsible to:	Payroll Manager
Salary:	£23,492 - £25,580 pro rata Scale 4 point 21-24 Part Time, 16 - 18.5 hours per week
Conditions of Service:	Truro and Penwith College conditions of service
Main Purpose of Job:	<p>To ensure the accurate calculation and payment of scheduled staffing hours through reviews and reconciliations of timetabled and contracted hours.</p> <p>To assist with the day-to-day administration of College payroll arrangements and other duties required by the Payroll Manager.</p> <p>To ensure that procedures are adhered to on a consistent basis, good working practices are always maintained and all processes are carried out within the statutory timescales.</p>
Specific Duties:	<p>To produce, analyse and process scheduled and other staff timetable reports from Unit-E, reviewing and reconciling timetable allocation against fractional contracts and claims to enter onto payroll system to ensure accurate, timely and appropriate wage payments to staff.</p> <p>To review Unit-E staff timetabling hours and raise any discrepancies with the Head of Faculty as appropriate.</p> <p>To support the Payroll Manager in the implementation of all Payroll processes and policies.</p> <p>To assist with the processing of sickness and absence forms.</p> <p>To assist with managing the Payroll inboxes and responding to queries where appropriate.</p>

To assist with the calculation of totals and allocation of cost codes to payroll claim forms and input onto the payroll system.

To process College Bus Pass and Cycle to Work forms.

To support the Senior Payroll Administrator with the processing of staff variations as required.

To carry out checking of the payroll input following each monthly provisional pay run.

To deal with daily queries from staff including sending copy payslips and end of year documentation.

Filing and archiving of payroll documentation in line with the College document retention policy.

To support the HR & Employee Services in the implementation of all College personnel policies.

General Requirements:

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

PERSON SPECIFICATION

Payroll and Schedules Assistant

Ideally, the person appointed will have the following skills and experience:

- Experience of scheduling and timetabling
- Experience of payroll processing
- Experience of general office practices
- Ability to maintain excellent working relationships at all levels
- Confidence in using Microsoft Office, especially Word and spreadsheets, effectively.
- Working experience of public sector/College environments.
- Ability to meet deadlines
- Excellent attention to detail and organisational skills

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.

THE TRURO & PENWITH COLLEGE VISION

LOOK FURTHER REACH FURTHER GO FURTHER

OUR AMBITIONS

LOOK FURTHER

- **Aspiration:** Students gain the confidence and self-belief to set ambitious progression and career goals
- **Inspiration:** Students are inspired by interactions with staff, stakeholders and alumni

REACH FURTHER

- **Triumph:** Students exceed expectation and achieve their full potential
- **Talent:** Expert lecturers with a passion for teaching, learning and assessment
- **T&PC Magic:** exceptional facilities, enrichment and opportunities

GO FURTHER

- **Progression:** Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers
- **Prosper:** Students develop the skills needed to flourish at university or in employment
- **Productivity:** Students gain the skills employers need, supporting the economy to thrive

OUR VALUES

Our values, chosen by staff and students, provide the foundations for a high-performing inclusive culture in which our ambitions can be realised.

WELLBEING

Looking after our own physical, social and emotional wellbeing; the most important foundation for a happy, healthy and prosperous future.

ENGAGEMENT

Taking full advantage of the opportunities available to us, both at college and beyond.

ASPIRATION

Wanting the best future for ourselves and having the self-belief that we can achieve it; looking beyond the horizon we may initially see.

RESPECT

Playing an active part in creating positive inclusive communities, where everyone is valued and respected.