

Job Description

Job Title	HR & Payroll Manager
Closing Date	20 July 2025
Salary	NJC Scale 9 points 29 – 32 (£42,768 - £45,750)
Contract Type	Permanent
Working Hours	Full Time, 52 weeks, 36 hours per week
Location	Mansion House, Hawkwood Lane Chislehurst Kent BR7 5PS
Reporting To	Director of HR

Job Purpose

To improve outcomes, transform lives, and enable social mobility by delivering an efficient and professional HR and Payroll service to all academies. The HR and Payroll Manager will embody and promote the organisation's values while supporting the Director of HR in providing high-quality transactional HR services and overseeing the outsourced payroll function.

Initially working independently, the postholder will manage all day-to-day transactional HR and payroll activity, with a future opportunity to lead a small team as the service expands. This role combines operational delivery with process development and continuous improvement.

Key Accountabilities

- To take accountability for the management of dedicated People casework, ensuring legislation, policy and best practice are followed, and options and risks are clearly explored and analysed

Key Responsibilities

Strategic and Operational HR

- Support the Director of HR in delivering a consistent and compliant HR and Payroll service aligned to organisational values.
- Champion best practice HR and help promote a positive working culture across the trust.

Transactional HR Services

- Deliver all aspects of transactional HR, including recruitment administration, onboarding, issuing contracts and contract changes, and processing leavers.
- Develop and maintain comprehensive process manuals and documentation for HR activities, including applicant tracking (ATS) procedures.
- Ensure consistent application of HR policies and procedures across all academies.

Helpdesk and Stakeholder Support

- Set up and manage a centralised HR and Payroll helpdesk function, initially acting as the first point of contact.
- Create decision trees and triage frameworks to streamline query handling.
- Provide advice and guidance to academy leaders and administrators on transactional HR and payroll processes.

Payroll Oversight

- Act as the main liaison with the outsourced payroll provider.
- Review and verify payroll data provided by academies, ensuring accuracy prior to final submission and approval.
- Escalate complex payroll matters to the provider and monitor resolution.
- Ensure statutory compliance including HMRC, pension schemes (TPS/LGPS), and payroll reporting.

Process Development and Future Planning

- Identify and implement improvements to systems, workflows, and documentation.
- Contribute to future plans for expanding the HR transactional service, including proposals for resourcing and team structure.
- When appropriate, support the recruitment and onboarding of future team members and provide ongoing guidance.
- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To engage actively in the performance review process and continuous professional development
- To keep abreast of employment legislation and national and local developments affecting the education sector

As part of ORION EDUCATION you are responsible for:

- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the Trust's Safeguarding/Child Protection policies
- To be aware of and comply with all Trust policies and procedures, particularly those relating to conduct, child protection (as above), health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person
- To adhere to the Trust's Dress Code
- To comply with the Trust's Health and Safety policy and undertake risk assessments as appropriate

Person Specification

Area	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Application Certification Interview References
Qualifications	<ul style="list-style-type: none"> • Payroll certification or demonstrable expertise in payroll processing • Evidence of commitment to continuous professional development • Full driving licence 		Application Certification
Experience	<ul style="list-style-type: none"> • Strong experience delivering transactional HR services and payroll oversight • Experience working with external payroll providers and interpreting payroll data • Proven ability to develop and document HR processes and procedures 	<ul style="list-style-type: none"> • Experience of Education sector in particular multi academy trusts 	Application Interview References

Area	Essential	Desirable	Method of assessment
Knowledge & Skills	<ul style="list-style-type: none">• Good understanding of UK employment law, GDPR, and payroll legislation• High attention to detail and accuracy, especially when handling employee data• Excellent communication and stakeholder engagement skills• Strong IT and systems literacy, including HRIS and ATS tools• Ability to work independently and manage multiple priorities• Good level of ICT skills	<ul style="list-style-type: none">• Knowledge of education sector	Application Interview References

Area	Essential	Desirable	Method of assessment
Character	<ul style="list-style-type: none"> • Strong moral purpose and drive for improvement • Values driven • Mission-aligned • Humble and kind • Motivated, enthusiastic and flexible • Excellent interpersonal and negotiation skills with the ability to build rapport and good working relationships with others • Good sense of humour • Desire to develop yourself • Ability to receive and act on feedback • Strong attention to detail • Ability to work under pressure • Commitment to safeguarding • Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students • Commitment to the full life of the Trust 		Application Interview References

Orion Education is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and where applicable, a prohibition from teaching check will be completed for all applicants. Orion Education is fully committed to equality and to valuing diversity as an employer and a provider of education.