Payroll Administrator

We are seeking a meticulous and organised Payroll Administrator to join the busy HR team at East Midlands Academy Trust. In this part-time role you will work closely with the Payroll and Pensions Manager to help make sure that everyone is paid accurately, on time and securely and provide an excellent payroll and pension service to employees within the Trust.

Responsibilities include handling payroll queries, processing payroll, setting up new starters and leavers, and compiling data and reports as required to support the work of the HR team. This is a great opportunity for a team player with a great eye for detail.

**About East Midlands Academy Trust**

EMAT is an exciting, innovative and growing organisation where we try to do things differently, aligned to our core values and purpose that every child deserves to be the best they can be. Our Trust is a collaborative partnership that currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes.

By working for our Trust, you’ll be able to take advantage of a wealth of professional development and support opportunities, as well as a range of employee benefits.

These include:

* Continuous professional development and training opportunities
* Dedicated support from our school improvement team
* Career and leadership opportunities within our growing family of schools
* A Trust employee forum with representatives from across the organisation
* A confidential 24-hour Employee Assistance Programme
* A corporate eye care plan
* Flu jabs for all staff
* Cycle to work scheme
* Headspace

 For more information or an informal conversation please contact recruitment@emat.uk.

EMAT is committed to safeguarding and promoting the welfare of children and young and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). References will be taken up before interviews are offered.

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, gender reassignment or age.

EMAT reserve the right to withdraw this advert early if a suitable candidate is found.

A Note for Recruitment Agencies

We have a team of internal recruiters and we advertise our vacancies to attract candidates and not agency suppliers. If we need agency assistance then we will reach out to our trusted partners. Any speculative CVs we receive will not be accepted as an introduction.