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Job Title	Pensions Administrator (Fixed Term)
Grade	Scale 3 (Points 4-5)
Reports to	Payroll Manager / Head of Human Resources
Liaison with	School Leaders/Office Team Leads/HR Team/Academy Personnel
Job Purpose	To provide timely monthly pensions administration in alignment with formal Essex Pension Fund administration strategy in addition to Trust policies and procedures.
Principal Accountabilities	<p>To maintain a high standard of pensions administration in compliance with the Essex Pension Fund administration strategy and the Trusts' HR Policies and Procedures.</p> <p>To support the Payroll Manager with pensions administration to ensure timely monthly data input pertaining to pay, sickness absence, maternity, early retirement, and leavers.</p>
Duties	<p>Pension Administration</p> <p>New starters</p> <ul style="list-style-type: none"> • Onboard eligible new starters personal (e.g. name, address, NI number) and payroll data (e.g. Job Title, Pro rata hours, annual salary) on the LGPS employer pension platform. • Determine rate of employee contributions for accurate input. • Monitor platform for employee UJI number assignment and update the payroll system accordingly. • Assess employee personnel files for Opt out instructions in liaison with the Payroll Manager and Recruitment Administrator. <p>Monthly Administration</p> <p>Change of contract data</p> <ul style="list-style-type: none"> • Monthly routine maintenance of employee pension records on the Pensions Administration System ensuring change of name, payroll number, hours/weeks and or role title data is updated. • 50/50 payroll employee payroll elections update following instruction. • Update service breaks and absence. • Process <ul style="list-style-type: none"> ○ Early Leaver Notifications (EPF1A) ○ Estimate Requests (EPF1A) ○ Leaver Notification (EPf1 & EPF68) ○ Maternity Commencement ○ Maternity Return ○ Opt outs

	<p>General Management Information System Administration</p> <ul style="list-style-type: none"> • Support the department in various administrative duties; Initial offer letters, change of hour's letters, annual salary statements and staff contracts as required. • Maintain and update personnel files and Civica for staff ensuring accurate and current information, including change of contract data. • Filing
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy. • The SEAT Directors are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive, the post holder may be required by the Head of Human Resources to carry out appropriate duties within the context of the job, skills and grade.</p>