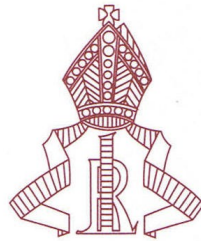


Bishop Luffa School

# Pensions Administrator





## **Pensions Administrator**

**Grade 4-5 £21,575—£22,777 pro rata**

**Actual salary £9,957—£10,512**

**20 hours per week, Term Time only + 5 INSET days  
(working pattern to be discussed)**

Dear potential applicant,

Bishop Luffa Learning Partnership is seeking to appoint a Pensions Administrator to work as part of the Trust's HR and Payroll team, based at Bishop Luffa School in Chichester. The ideal candidate will have excellent numerical skills, and be able to interpret, check and verify data accurately and consistently. You should be a good communicator, be able to work under pressure, have sound organisational skills with the ability to prioritise workload and be able to work on your own initiative and as part of a team.

If you have any questions about the role, prior to application, please do not hesitate to contact me.

This is an outstanding opportunity to work and develop within a supportive, committed and forward-looking school.

Best wishes,

Mr Mark Nicholds  
Business Manager  
Email: [nicholdsm@bishopluffa.org.uk](mailto:nicholdsm@bishopluffa.org.uk)

***Closing date for applications : Friday 1st September 2023***

***Interviews will take place during the week commencing Monday 4th September 2023.***

*The school is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an enhanced DBS check.*



## Our Vision

*Our aim is to show every child what 'life in all its fullness' means.*

*We are a school of hope, where students are invited to explore their God-given potential.*

Staff at Bishop Luffa commit to:

- ◇ Inspire all students to be ambitious about their futures
- ◇ Encourage and develop leadership amongst students and staff
- ◇ Develop Partnerships within, and beyond, the school
- ◇ Foster engagement in personal and spiritual development
- ◇ Nurture a sense of belonging to a safe school and the wider world



## About Us

Bishop Luffa School is a busy and thriving mixed comprehensive, with 1519 pupils including 321 Sixth Form students, serving a wide area around Chichester. The school was founded in 1963 to give Christian families a place where their children could be given a high quality education based on Christian values. In 2013 the school became an Academy.



Our school proudly encourages students to explore a wide range of subjects and extra-curricular activities. At the last count, there were 49 clubs running regularly. We celebrate learning outside of the classroom in a number of annual events, such as 'Fruition' which showcases the Arts and Technology and our fiercely contested House competitions in Sports, Dance and Drama. We award a House Cup every year for the House that gains the most House Points.



We want three things from our students: that they join-in, that they contribute to the school community and that they take their turn as leaders. Each House has a council led by its House Captains, and this feeds into our School Council, which is chaired by our School Captains. The School Captains regularly attend meetings with the school leadership team.

Each year group is served by a member of our clergy team, who are drawn from churches in our catchment area and reflect the diversity of the Christian faith. We also have a Worship Team of staff and students, who write and deliver the 'Connect' programme, which helps students to learn about their spiritual life.

Our ethos, and the tremendous support that we get from parents and carers, leads to our students achieving excellent results and following exciting careers. We are proud of our school and look forward to welcoming a new member of staff into the team.



# Job Description

## Pensions Administrator

### Role

You will provide an effective and efficient pension administration service across the Trust's two pension schemes – the Teachers' Pension Scheme (TPS) and the Local Government Pension Scheme (LGPS). Attention to detail is key as the role will involve processing a wide variety of documents in accordance with the various Schemes' rules, administrative guidelines, and regulatory requirements.

You will act as first point of contact for staff pension queries, and ensuring the efficient operation of auto enrolment, starter and leaver processes, and the provision and transfer of accurate data to pension providers.

You will have excellent numerical, analytical and IT skills and an ability to build and maintain good working relationships with colleagues and external contacts. A positive, self-motivated approach will contribute to the delivery of high levels of professional standards and to the continuing delivery of excellent customer service within the HR and Payroll Team.

**Responsible to:** HR and Payroll Manager

### Main duties of the post

- To be responsible for the efficient and accurate processing of documentation relating to new starters and leavers for the Trust's two pension schemes (TPS and LGPS), to include processing of retirement applications.
- Responsible for maintaining accurate employee pension records on the Trust's Payroll software (PS People), including actioning pension opt-outs, AVCs, scheme transfers and contribution rate re-bandings.
- To act as first point of contact for pension scheme administrators and for all staff pension queries ensuring that all enquiries and corresponding documentation is handled sensitively and professionally. Build and maintain effective working relationships with colleagues and external contacts.
- To communicate standard pension scheme information in an appropriate way to members and prospective members.
- Produce accurate statutory monthly pension contribution data reports and remittance advice to enable timely payments to TPS and LGPS.
- To provide the pension scheme providers with accurate and timely statutory End of Year Reports, and to provide external auditors with the documentation required for these to be audited.
- To be responsible for the completion of the annual pension reports, plus any ad hoc reporting required.
- To ensure member statement details are correct and where there are queries ensure effective and timely liaison with key parties including the HR and Payroll team and administrators of the LGPS and TPS to resolve queries on membership records.
- To assist the HR and Payroll Manager in the administration of Auto-enrolment activities, including the generation of accurate and timely Auto Enrolment communications such as auto enrolment letters, postponement letters, age 22 letters to staff, and the reporting of auto-enrolled staff to pension providers.

- To conduct appropriate pensions calculations as and when required including pension costs and salary re-banding in accordance with scheme rules.
- To calculate and report on Assumed Pensionable Pay in cases of reduced pay Maternity and sickness.
- To administer inter-scheme transfers including processing requests from members for investigation of transfers in and transfers out of the relevant pension scheme. This may involve corresponding with other pension providers and scheme members regarding transfers.
- To assist with other administrative processes as allocated by the HR and Payroll Manager. To provide support to the wider support staff team as required.
- To undertake any other duties as deemed appropriate by the HR and Payroll Manager.

*Bishop Luffa School is committed to safeguarding and promoting the welfare of our children and young people, and expects all staff to share this commitment.*

**Hours:** 20 hrs – working pattern can be discussed to suit the successful applicant

**Grade:** 4–5

**Date last reviewed:** July 2023

# Person Specification

## Pensions Administrator

	ESSENTIAL	DESIRABLE
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>■ Good standard of general education, including English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>■ Pension administration qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>■ Experience of working successfully and co-operating as a member of a team</li> <li>■ Experience of working in office administration.</li> </ul>	<ul style="list-style-type: none"> <li>■ Experience of working in an Educational environment</li> <li>■ Experience of undertaking a range of administrative tasks</li> <li>■ Experience of working in pension administration</li> </ul>
<b>Professional Values</b>	<ul style="list-style-type: none"> <li>■ Wish to work within a School and be sympathetic to the Trust's ethos and aims and meet the expectations of the Trust's Board of Trustees</li> <li>■ Establish and maintain good professional relationships with colleagues and external contacts.</li> </ul>	
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>■ Have confident IT skills including Word, Excel, Google, Outlook and database programmes</li> <li>■ A willingness to learn about the regulations in respect of the Local Government and Teachers' Pensions Scheme</li> </ul>	<ul style="list-style-type: none"> <li>■ Experience of working with Arbor and PS People</li> <li>■ Working knowledge of the Local Government Pension Scheme and the Teacher's Pension Scheme</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>■ Excellent numeracy skills</li> <li>■ Very high level of accuracy</li> <li>■ Be able to prioritise workloads</li> <li>■ To be able to deal with regular interruptions</li> <li>■ Communicate effectively (both verbally and in writing)</li> <li>■ Promote a positive working environment</li> <li>■ Be able to work under pressure</li> <li>■ Ability to work with minimal supervision and to act on own initiative</li> </ul>	<ul style="list-style-type: none"> <li>■ Problem solving</li> </ul>
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>■ Punctual</li> <li>■ Approachable and empathetic</li> <li>■ Organised and resourceful</li> <li>■ Support the Trust's Christian ethos</li> </ul>	
<b>Specific Requirements</b>	<ul style="list-style-type: none"> <li>■ Required to undergo an Enhanced Disclosure and Barring disclosure check</li> </ul>	