



SANCTA FAMILIA
CATHOLIC ACADEMY TRUST

**Payroll Manager
Recruitment pack
April 2026**

A message from our CEO



Thank you for your interest in the Payroll Manager role at Sancta Familia Trust. Our vision is clear: we exist to provide an exceptional education for every student, every day; driven by love, service, humility and our Catholic faith.

Our values of Love, Service, Personal Development, and Faith drive our behaviours towards ourselves and each other.

- **Love** – “love one another as I have loved you.” John 13:34.
- **Service** – we serve the needs of others, and we respect everyone - seeking to understand rather than be understood. St Francis of Assisi.
- **Humility** – we aim to be the best, but we know that to do so we must put ourselves last - "think first the foundation of humility. The higher the structure is to be, the deeper must be its foundation." St Augustine.
- **Faith** – God has given us faith, and we have courage to use it - “have courage! Get up; he is calling you.” Mark 10:4.

We lead a family of Catholic schools from across South London where everyone is known, loved, and adds value to our community. We believe in autonomy with coherence – we have a duty to share and implement best practice across our schools but also encourage the development of next practice to drive continual improvement.

We will succeed by being a little bit better tomorrow than we were today through excellence in faith, service, personal development and academic progress.

This means (our pillars):

- **Faith:** we take time every day for service, reflection, and prayer.
- **Service:** we serve our communities - with preferential treatment - for those who are poor in spirit or circumstance.
- **Personal development:** every member of Trust works hard to develop their talents each week.
- **Academic progress:** we provide an excellent education for every student, every day.





Our current position

- We currently serve the London Boroughs of Merton, Sutton, Lambeth, and Croydon.
- We are a growing Catholic family of 7 schools (6 x primaries and 1 x secondary).
- We educate more than 3,500 pupils (3,523).
- We employ almost 700 staff (686).

Our current schools are high performing. Typically, our headline results at KS2, KS4 and KS5 are significantly above national. For example, the percentage of pupils achieving the expected standard in Reading, Writing and Maths is 81% and those achieving 5+ in English and Maths at GCSE is also 81% - approximately 20% above national averages for both.

You will be joining a new yet highly successful group of schools. Your challenge will be to work with our school communities to help us get even better.

By 2030-31, we have set ourselves a very ambitious goal to be internationally renowned for excellence in faith formation, service, development of talents, and academic progress





As a Payroll Manager, you will play a crucial role in driving our progress towards this vision. We are looking for someone who can live our values, and is passionate about the transformative impact of Catholic education.

Yours faithfully,

Michael Feely,
Chief Executive Officer, Sancta Familia Catholic Academy Trust



Job description



Job Title	Payroll Manager
Contract Type	Permanent
Location	Trust boroughs: Merton, Croydon, Sutton and Lambeth
Reporting to	Head of HR and Culture
Salary Range	£40,000 -£48,000
Basis	Full time Monday-Friday
Start Date	1 st September 2026
Closing Date	23:59 pm Sunday 17 May 2026
Interview Date	Thursday 21 May 2026

About the role

The Payroll Manager will be responsible for the end-to-end management of payroll operations across all Sancta Familia schools, ensuring all staff are paid accurately and on time in accordance with contractual terms, statutory requirements, and relevant pay frameworks.

You will lead payroll compliance, pension administration, and workforce cost reporting, acting as the lead on all payroll matters across the Trust.





Key responsibilities

Payroll Processing and Administration

- Lead the end-to-end monthly payroll process for all Trust employees, including teaching and support staff across all schools, in conjunction with schools.
- Ensure all payroll inputs are processed accurately and on time, including new starters, leavers, contractual changes, and variations.
- Process and administer statutory payments including SSP, SMP, SPP, and redundancy payments.
- Manage salary sacrifice schemes, including childcare vouchers and cycle-to-work schemes.
- Administer pay increments, scale point progressions, and cost-of-living awards in line with NJC and national teacher pay frameworks.
- Ensure accurate processing of Outer London Weighting and any other applicable allowances.
- Oversee BACS payment submissions and ensure timely payroll disbursement.
- Produce and distribute monthly payslips and P60s to all employees.

Compliance and Reporting

- Ensure compliance with all HMRC requirements including RTI submissions, year-end returns, and P11D processing.
- Maintain up-to-date knowledge of PAYE, National Insurance, and auto-enrolment obligations.
- Prepare and submit pension data to the Teachers' Pension Scheme (TPS) and Local Government Pension Scheme (LGPS) in line with deadlines.
- Manage auto-enrolment obligations and maintain accurate pension contribution records.
- Produce regular payroll reports and workforce cost analyses for the Head of HR and Culture and Chief Finance Officer.
- Support budget-setting and financial planning processes by providing accurate staff cost data.
- Ensure payroll records are maintained in accordance with GDPR and Trust data retention policies.





Pensions Administration

- Act as the Trust's lead contact for the Teachers' Pension Scheme and Local Government Pension Scheme.
- Ensure accurate submission of employer and employee pension contributions within scheme deadlines.
- Process pension enrolments, opt-outs, retirements, and ill-health applications.
- Support employees with queries relating to pension entitlements and contributions.
- Maintain up-to-date knowledge of pension scheme regulations and communicate any changes to relevant stakeholders.

Systems and Process Improvement

- Manage and maintain the Trust's payroll system, ensuring accurate and up-to-date employee and payroll data.
- Identify and implement process improvements to increase payroll efficiency and accuracy.
- Work with HR and Finance colleagues to ensure seamless data flows between HR and payroll systems.
- Contribute to the selection, implementation, or upgrade of payroll systems as required.

Stakeholder Management

- Act as the first point of contact for all payroll queries from headteachers, school business managers, and employees.
- Provide clear, timely responses to payroll-related queries, ensuring a high standard of customer service.
- Work closely with Finance colleagues to ensure payroll journals and reconciliations are completed accurately.
- Liaise with HMRC, pension scheme administrators, and other external bodies as required.
- Provide training and guidance to school-based staff on payroll processes and procedures.



Why join us?



We value our people and are committed to creating an environment in which you can thrive both professionally and personally.

Joining our Trust you will benefit from:

- Membership of the Local Government Pension Scheme (LGPS) with employer contributions.
- 27 days across the year (not including bank holidays).
- A generous benefits package e.g. reduced gym memberships, virtual GP appointments etc.
- Opportunity to work collaboratively across a family of schools within a newly established and expanding Multi-Academy Trust.
- A supportive, driven community focused on collaboration, integrity, and growth

Our Commitment to Equality

We are committed to equality of opportunity and welcome applications from all sections of the community. We value diversity and celebrate difference. While we are proud of our Catholic ethos, you do not need to be Catholic to work for us – we simply ask that all employees respect and support the values and mission of the Trust.





Criteria	Essential	Desirable
Qualifications and Training		
CIPP qualification (Foundation Degree or Diploma in Payroll Management) or equivalent experience		✓
Degree level qualification or equivalent		✓
AAT qualification or equivalent finance-related qualification		✓
Knowledge and Experience		
Significant experience managing end-to-end payroll operations, ideally within an education or	✓	
Thorough knowledge of PAYE, NIC, RTI, and statutory payment rules	✓	
Experience with NJC and national teacher pay frameworks including pay progression and cost of	✓	
Proficiency in payroll software (e.g. iTrent, Earnie, Sage, or equivalent)	✓	
Experience of BACS processing and payroll reconciliation	✓	
Strong knowledge of GDPR as it relates to payroll and employee data	✓	
Experience of managing payroll in a multi-site organisation		✓





Professional Skills and Attributes		
Exceptional attention to detail and accuracy in all payroll calculations and data entry	✓	
Strong organisational and time management skills, with the ability to work to strict deadlines	✓	
Proactive and solutions-focused, with the ability to work independently and take ownership of the payroll function	✓	
Excellent interpersonal skills and the ability to communicate confidently with employees and senior leaders	✓	
High standard of confidentiality and professional integrity	✓	
Sympathy with the Catholic faith and the Trust's mission and values	✓	
Commitment to the 7 Nolan Principles of Public Life	✓	





Application Form and Next Steps

We are committed to equality of opportunity and welcome applications from all sections of the community. We value diversity and celebrate difference. While we are proud of our Catholic ethos, you do not need to be Catholic to work for us — we simply ask that all employees respect and support the values and mission of the Trust.

To apply, candidates must complete and send the completed form listed below to Nichole Burley-Burton, Head of HR and Culture, at the following email address n.burley-burton@sanctafamilia.co.uk:

- An internal application form

Applications must be submitted by 23:59 on Sunday 17 May 2026. We reserve the right to close this vacancy early if a suitable candidate is appointed.

