



Application pack for:

Pension Administrator

Plymouth CAST reserve the right to close this advertisement when a suitable applicant is received

Our Mission

“

Our mission is to be a community of outstanding schools in which our pupils flourish in safe, happy and stimulating environments and leave us with the knowledge and skills, personal qualities and aspirations, to make the world a better place,

”

inspired by the Gospel.

A Vision of Excellence, approved by the Board, November 2018

Pension Administrator

Job Title	Pension Administrator
Remuneration	£22,737 to £23,893 FTE (pro-rata for part time workers not working 52 weeks a year) and appropriate pension scheme
Main Location	Flexible working between home and the Plymouth CAST Central Office located at The Edmund Rice Building, St Boniface College, Plymouth Devon
Benefits	Work from home allowance for those working permanently from home, 42 working weeks per year, employee assistance programme, local government pension scheme
Start Date	To be agreed with successful candidate
Contract	This is a permanent contract working 16 hours per week, over 42 weeks per year (paid for 49.2 weeks per year including holiday entitlement)

Plymouth CAST are seeking to appoint an experienced Pension Administrator to join our central Human Resources team.

Plymouth CAST is one of the largest Catholic Multi Academy Trusts in the country. It comprises of thirty-four schools plus a nursery across the Catholic Diocese of Plymouth, with the head office being based in Plymouth, Devon.

You will play an integral part of the central support function working in a small close-knit team, reporting directly to the Trust HR Manager. This is an exciting new role and requires someone with a sound knowledge of pension administration within the public sector.

As Pension Administrator you will undertake the administration related to all pension schemes operated by Plymouth CAST. You will act as first port of call for our schools and employees, responding to pension related queries. You will provide a comprehensive pension administration service such as processing all new starters and leavers, year-end pension returns and carry out pension calculations as and when required.

Plymouth CAST's payroll system is outsourced to a third-party provider, therefore in your role you will work closely with the Trust's HR and Payroll Administrator and our external Payroll Provider to ensure accurate pension records are maintained.

You will have excellent organisational and time management skills in order to meet deadlines, with a high level of attention to detail. You must be confidential, reliable and able to think intuitively to source sound advice and guidance. You will have excellent communication skills, as you will be required to liaise with both internal and external stakeholders both verbally and in writing. You will have experience of working in a pension role and an understanding of the legislation associated with working in the public sector.

This is a permanent position working 16 hours per week over 42 weeks a year. We offer flexible working between your home and the Plymouth CAST Central Office, based at The Edmund Rice Building, St Boniface College, Plymouth.

If you feel that you have the necessary skills and competencies, we would love to hear from you!

How to apply

If you would like an informal discussion about this role, please email Careers@plymouthcast.org.uk using the Subject Heading: "Pension Administrator – Informal Discussion Request" and include your contact numbers in the main body. A member of the HR team will contact you.

To complete an application for this role, please click here [Support Staff Application Form](#)

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Job

DESCRIPTION

Job Title

Pension Administrator

Salary Range

£22,737 to £23,893 FTE, Grade C (3-6)

Line Manager

Trust HR Manager

Base Location

Flexible working between Head Office and home, with travel to schools when required.

Purpose of Role

To undertake the administration related to all pension schemes operated by Plymouth CAST. Working within the HR and Payroll team to address staff queries and complete monthly administration and returns to the appropriate pension provider.

Key Accountabilities

- To provide a comprehensive pensions administrative service, processing all joiners, leavers, and in-service pension changes for individuals in relation to the different pension schemes operated by the Trust (e.g LGPS, TPS).
- To process and update membership records with relevant data using the funds reporting system, and ensure that records held are accurate and kept up to date, in line with published data keeping requirements.
- In conjunction with the HR & Payroll administrator ensure accurate employee pension records on the Payroll system are maintained. Including actioning pension opt-outs, AVCs, scheme transfers and contribution rate re-bandings.
- Working with key stakeholders to ensure Pension administration is carried out on a timely basis and in line with current best practices and legislation.
- To conduct appropriate pensions calculations as and when required including pension costs, salary re-banding and intra-scheme calculations in accordance with scheme rules.
- To calculate and report on Assumed Pensionable Pay in cases of reduced pay Maternity and sickness.

- Inform pension funds on periods of unpaid leave, maternity leave and strike breaks.
- To administer inter-scheme transfers including processing requests from members for investigation of transfers in and transfers out of the relevant pension scheme. This will include obtaining transfer values from the scheme actuary and corresponding with other pension providers and scheme members regarding transfers.
- To carry out year-end pension returns and processes in accordance with scheme rules where this is not covered by our payroll provider.
- In conjunction with the HR Manager and payroll team, ensure our obligations under pension auto re enrolment are fully met.
- To support the HR, payroll and procurement teams from a pension perspective with TUPE transfers.
- Support both scheme members and employers through responding to enquiries and provision of information as required.
- To ensure member statement details are correct and where there are queries ensure effective and timely liaison with key parties including the HR team, Payroll team and administrators of the LGPS and TPS to resolve queries on membership records.
- Provide excellent customer service to scheme members and scheme employers by providing responses to enquires and information via telephone, email, written responses and face to face meetings.
- To monitor and action emails received in the central pension mailbox.
- To communicate standard pension scheme information in an appropriate way to members and prospective members.
- To support the completion of monthly pension checks as part of the monthly payroll run.
- Contribute to the development and maintenance of new processes to be used in the administration of the pension schemes to ensure effective and efficient procedures are maintained.
- In conjunction with the HR Manager liaise with staff within the Trust where appropriate and liaise with relevant external agencies in order to keep abreast of any new developments and to ensure that any changes to pensions are communicated to colleagues through the presentation and publication of appropriate material for both internal and external use.
- To provide support to the wider HR and Payroll team as and when required. This may include supporting with monthly payroll checks, supporting with project work and supporting with day to day input in peak periods.

Knowledge and Experience

- Educated to A level or equivalent (NVQ Level 3) or equivalent.
- Relevant professional qualification.
- Experience of working in a pensions role/team with a working knowledge of defined benefit schemes.

- An understanding of the public sector pension scheme rules and of statutory legislation relating to occupational pension schemes including an awareness of the consequences of not adhering to legislation.
- An understanding of the Teachers Pension Scheme.
- Demonstrate an understanding of the boundaries and importance of professional confidentiality and data protection.
- Excellent organisational and prioritising skills demonstrating the ability to adapt to changing needs and responding flexibly.
- Competent and adaptable in utilising technology to maximise service impact.
- Use of Microsoft Office applications including Word, Excel and Outlook to a competent level.
- Excellent written and verbal communication skills with the ability to produce high quality, accurate and timely documents, reports and communications.
- Excellent numerical and analytical skills including complex calculations.

Personal Qualities

- The ability to build and maintain highly effective working relationships with stakeholders and colleagues.
- Ability to use skills, expertise, personal initiative & judgement to deal effectively with non-routine matters.
- Can recognise own strengths and areas of expertise and use these to advise and support others.
- Have an awareness of and respect confidentiality and handling sensitive enquiries
- Organisational skills with the ability to set targets, meet deadlines, plan and prioritise workload.
- Can work from instruction, making some decisions involving the use of initiative, and to identify emerging problems and situations referring to others as appropriate.
- Experience of working cooperatively with others to deliver successful outcomes for Plymouth CAST.
- Team player with a positive approach to dealing with issues.
- Excellent interpersonal skills that enable the post holder to remain calm under pressure and work efficiently to deadlines by prioritising workloads.
- Confident telephone manner
- Honest, friendly and open approach with high levels of integrity
- Tactful and discreet, with the ability to maintain confidentiality at all times
- Able to provide customer service in a professional manner
- A sensitivity and empathy to working within a faith environment, and a strong understanding of the structures and values of the Catholic Church

Expected Outcomes

- Responsible for own continuing self-development, undertaking training as appropriate or as directed as part of CPD.
- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.
- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorised persons.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list, and the duties may be varied from time to time which do not change the general character to the job, or the level of responsibility entailed.

The contents of this job description will be reviewed with the postholder on an annual basis in line with the Trust's appraisal policy. Any significant change in level of accountability that could result in a change to the grade will be discussed with the postholder before submitting for any re-evaluation.

Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.

Our GOSPEL VALUES

Humility - seeing life as a gift

Compassion - empathy

Kindness - gentleness

Justice - working for a fairer world

Forgiveness - reconciliation

Integrity - do what you say

Peace - committed to peace-making, non-violence

Courage - standing up for truth

A Vision of Excellence, approved by the Board, November 2018



Plymouth CAST

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