



Application Pack

PAYROLL OFFICER



EMMAUS
CATHOLIC ACADEMY TRUST

Welcome from the Emmaus Catholic Academy Trust

We would like to take this opportunity to thank you for your interest in the advertised role of Payroll Officer. Emmaus CAT (Diocese of Salford) is a growing Catholic Academy Trust with a footprint covering Manchester, Oldham, Stockport, Tameside and Trafford.

We believe that the Payroll Officer will contribute significantly to the strategic direction of Emmaus CAT's strategy over the coming months and years, and we are excited for the future of Emmaus Catholic family of schools.

Emmaus Catholic Academy Trust is one of three Catholic Academy Trusts serving the Diocese of Salford. The Diocese of Salford provides Catholic Academy Trusts, schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society.

Working with the Payroll Manager and our central team, we are very much looking forward to recruiting an effective Payroll Officer. The successfully appointed Payroll Officer will join our central payroll team to support our Payroll Manager with the delivery of an accurate and efficient payroll service to schools and colleagues.

Emmaus CAT is an integral part of The Right Rev John Arnold, Bishop of Salford's vision for the Diocese of Salford to 'Rebuild the Church, fit for future generations'. Our team looks forward to working collaboratively with the successful candidate, providing a wide range of support and training to strengthen our schools.

Yours sincerely

Catherine Anderson
Chair of Directors

Daniel Copley
CSEL/CEO



Emmaus Catholic Academy Trust, an educational constellation.



MISSION

The Diocese provides schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society

VISION

We enable our schools to provide great Catholic education across Greater Manchester.

As one Catholic Academy Trust we will work collegially to ensure that children get the very best Catholic education and faith formation.

STRATEGY

Strategic Focus 1

Mission. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be strong in faith.

Strategic Focus 2

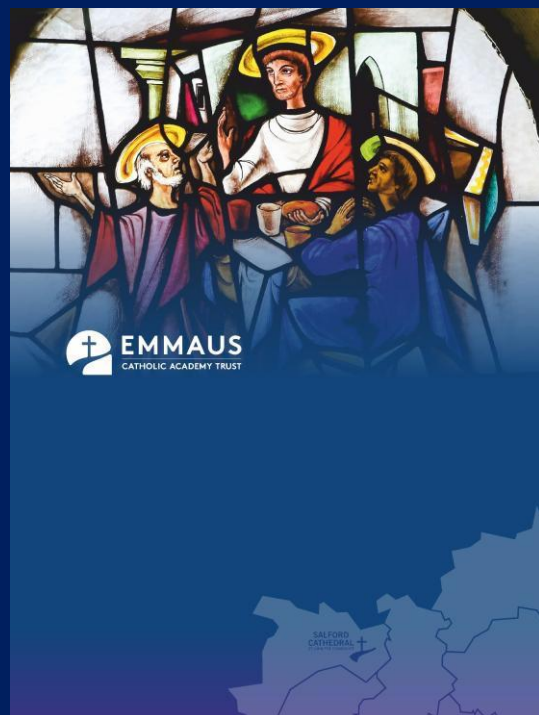
Quality of Education. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and serve society.

Strategic Focus 3

Academy Improvement. To build strong and sustainable infrastructure, making effect use of resources, enabling the Emmaus CAT school communities to serve society.

The Emmaus Catholic Academy Trust Prayer

Meet us, Lord, on the road to Emmaus,
Guide us on the path toward our destination,
and renew our strength as we continue to walk and
commune with you.
Open our eyes, so we see the signs of your presence
around us;
open our hearts, so we may receive your peace
and love; and empower us to pass on to others
the grace you have shared with us so freely.
Amen.





6 CRITICAL QUESTIONS

At Emmaus CAT we focus on the following six critical questions.

1) Why do we exist?

Our Mission

The mission of Emmaus Catholic Academy Trust is to provide great Catholic education across Greater Manchester.

1. To assist in the mission of making Christ known to all people;
2. To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
3. To be of service to the local Church – the Diocese – the Parish and the Christian home;
4. To be of service to society.

2) How do we behave?

Our habitual values are based on Luke 24: 'Stay with us Lord, on our Journey...'

Humility – Faithfulness - Service



3) What do we do?

We enable our schools to provide great Catholic education across Greater Manchester.

Emmaus CAT is one of three Catholic Academy Trusts within the Diocese of Salford. The footprint of Emmaus CAT serves the Roman Catholic schools within the areas of Manchester, Oldham, Stockport, Tameside and Trafford.

As one Catholic Academy Trust we work collegially as a family of schools serving local parishes and communities to ensure children and pupils get the very best Catholic education and faith formation.

By the time children leave our schools, we want every pupil to have the curriculum knowledge, skills and character education to be of service to society.

Our schools are aligned in our mission and share our philosophy of working together to develop meaningful relationships between schools, parishes, families, communities, and the Diocese of Salford by continually supporting school improvement, faith formation and serving society.

Our Vision

To provide great Catholic education across Greater Manchester.

The key strength of all the schools is that they are all distinctive and rooted within their parish communities. We intend to maintain the distinctive nature of each of the schools whilst sharing recognised good practice across the board to build an established Catholic Academy Trust of excellence.

Emmaus CAT will enable a school to continue its journey in a truly collaborative and collegial environment with like-minded schools where children and pupils come first, are nurtured in such a way that they are able to develop fully, contribute positively to society and acquire a true sense of responsibility and freedom. We are proud to work both with our fellow Catholic CATs across the Diocese of Salford and a wide range of other schools, local education partners, and MATs (Multi Academy Trusts) across the region. In Emmaus CAT we share our unconditional support of the vulnerable and the challenged. Our commitment to parents is to care for, support and educate their child to the highest possible standards.

By joining Emmaus CAT, we support school leaders to share collaborative strategies on school improvement, curriculum, staff development; provide initial teacher training, planning and strengthen the capacity of individual schools.



4) How will we succeed?

Our Philosophy – Aligned Agency

Our philosophy is aligned agency. We are aligned in our mission, vision and virtues as one organisation. We promote agency by recognising the unique context and ethos of each individual school serving their local parish community.

It is fundamentally important to us that we share the same mission, vision, virtues, and values. All Emmaus pupils and staff should benefit from our best collective practices. And we will all benefit from the collective resources, brand, and reputation of Emmaus Catholic Academy Trust.

So why then do we retain the term agency? It is because we believe leadership and personal accountability are founded on ownership and self-direction. A culture of conformity can kill innovation and drive away the best staff. And standardisation fails to respond to changing needs and fails to adapt to a changing environment. The distinctive context of each school in Emmaus CAT is unique and must be fully embraced and understood. Every school has strength and capacity. Every school has a part to play in developing the future strategy for Emmaus CAT.

At Emmaus CAT we think it is the concept of aligned agency that is to be the foundation of our success: we are aligned on our mission, vision, virtues, and values – these are our non-negotiables. Nonetheless, because we are determined to create a healthy Christ centred and child centred organisation, the people who serve and work for and with us must also have agency and self-determination.

At Emmaus CAT, we passionately believe in schools having their own individuality underpinned by common principles, schools' benefit from maintaining their own identity with access to shared best practise across a range of schools. This enables schools to focus on the key priorities of teaching and learning, whilst the Emmaus CAT central team leads on financial, operational and resource management and provides high quality core and universal support for school improvement. With the educational landscape changing at such an unprecedented rate, Emmaus CAT aims to work by means of collegiality to ensure that each school within Emmaus CAT continues to thrive, leading to improved educational outcomes and formation for all.

Ambitious curriculums and character education

All pupils are entitled to a curriculum and to the powerful knowledge which maximises life chances. Children need powerful knowledge and character education to understand and interpret the world. All our pupils will leave our schools ready to be of service to society. Our purpose is to provide the best possible school experience for every child and pupil in our schools. Emmaus CAT will work alongside our schools to enable this to happen, through collegiality and collaboration, peer-coaching, support and challenge, all in the spirit of becoming the best we can be and contributing to the creation of a society that is highly educated, skilled and cultured.

Talent, and supporting our people to flourish

We are committed to building a healthy Catholic organisation where our staff are valued, encouraged to work collegiately, are empowered to make a difference and provided with clear opportunities to progress and develop. By creating an environment where our people can give of their best and excel professionally, personally and in faith, we will achieve the best outcomes for our pupils. The People and Culture Strategy is structured around four guiding principles which summarise our priority areas of focus for building a healthy Catholic organisation, where colleagues are valued and utilise their strengths and skills to contribute to its success: attract and recruit, include, nurture and develop & retain.



5) What is most important, right now?

Strategic Priorities–2025/2026

Strategic Focus Area 1:

Mission

1. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be strong in faith.

Strategic Focus Area 2:

Quality of Education

2. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and serve society.

Strategic Focus Area 3:

Academy Improvement

3. To build a strong and sustainable infrastructure, making effective use of resources, enabling the Emmaus CAT school communities to serve society.

Emmaus CAT currently educates approximately 12,373 children, and employs approximately 1,450 staff.

- English Martyrs RC Primary School – 225
- Holy Family RC Primary School – 214
- Holy Rosary RC Primary School – 234
- Mount Carmel RC Primary School – 455
- Saint John Henry Newman RC College – 1502
- Our Lady of the Rosary RC Primary School – 237
- St Antony's RC High – 688
- St Anne's RC High School – 642
- St Anne's RC Primary School, Stockport – 236
- St Chad's RC Primary School – 230
- St Christopher's RC Primary School, Tameside – 251
- St Dunstan's RC Primary School – 329
- St Edmund's RC Primary School – 244
- St Edward's RC Primary School – 266
- St Francis RC Primary School – 248
- St Herbert's RC Primary School – 333
- St John Fisher RC Primary School – 246
- St John Bosco RC Primary School – 223
- St Joseph's RC Primary School, Oldham – 227
- St Kentigern's RC Primary School – 454

- St Margaret Mary's RC Primary School – 342
- St Mary's RC Primary School – 114
- St Mary's RC Primary School, Failsworth – 458
- St Matthew's RC High School – 1333
- St Patrick's RC Primary School, Manchester – 200
- St Patrick's RC Primary School, Oldham – 213
- St Stephen's RC Primary School – 410
- St Winifred's RC Primary School – 401
- St Anne's RC Primary School, Oldham – 232
- St Monica's RC Primary School – 334
- St Joseph's RC Primary School – 503
- Corpus Christi RC Primary School – 349

With the schools below joining 2025/2026, Emmaus CAT will educate approximately 14,950 children and employ approximately 2,000 staff.

- St Thomas More RC College – 778
- St Malachy's RC Primary School – 233
- St Theresa's RC Primary School, Oldham – 212
- SS Aidan and Oswald RC Primary School - 363
- St John's RC Primary School – 395
- St Mary's RC Primary School, Levenshulme – 371
- St Cuthbert's RC Primary School – 227



Payroll Officer

Salary: NJC Grade 6, SCP21 – SCP25 (£33,143 - £36,363 FTE – National Pay Award Pending)



Emmaus Catholic Academy Trust (Diocese of Salford) is dedicated to providing great Catholic education which enables all pupils within our family of schools to flourish. As part of our continued growth and commitment to excellence, we are seeking to expand our central team with the appointment of a Payroll Officer to support our Payroll Manager.

The Payroll Officer is a new role which will support the Emmaus CAT Payroll Manager in delivering an accurate and efficient payroll service to schools and employees.

Emmaus CAT currently has 38 schools and over 1,500 employees and is in a rapid growth period as part of the Salford Diocesan strategy. Emmaus will eventually employ 3,000 staff and provide education for 25,000 pupils.

Working in a team providing payroll services for Emmaus CAT schools. Including all processing on the group's payroll system, pensions administration and responsibility for all other payroll related requirements. The successful applicant will provide high quality service to all stakeholders and contribute to the long-term development of the payroll function. Providing effective and efficient output of work to meet the demands of the role and promote the core values of the Finance Team regarding excellence and professionalism.

The payroll officer will maintain absolute discretion and maturity in handling sensitive/confidential information and assist Finance and People & Culture teams as required.

Contract/Hours of work: Full time (35 hours per week)

Permanent Contract

Start date: as soon as possible

Salary: NJC Grade 6, SCP 21-25 (£33,143 - £36,363)

Location:

The role is based at our offices in Crossgate House, Sale, with some travel to school sites and other sites for meetings.

Catch Up

The Payroll Officer will work under the direction of Payroll Manager.

Key contacts:

COO, CFO, central team, headteachers, Payroll Manager, School Business Manager's and School based staff.

Responsibilities

To support the Emmaus CAT Payroll Manager in delivering an accurate and efficient payroll service to schools and employees.

Please contact Alison Smith, Executive Administrative Manager via email: recruitment@emmauscat.com for further details.



Payroll Officer

Job Description

The post holder will report directly to the Payroll Manager.

Main Purpose of the Role

The Payroll Officer is a new role which will support the Emmaus CAT Payroll Manager in delivering an accurate and efficient payroll service to schools and employees.

Working in a team providing payroll services for Emmaus CAT schools. Including all processing on the group's payroll system, pensions administration and responsibility for all other payroll related requirements. The successful applicant will provide high quality service to all stakeholders and contribute to the long-term development of the payroll function. Providing effective and efficient output of work to meet the demands of the role and promote the core values of the Finance Team regarding excellence and professionalism.

The payroll officer will maintain absolute discretion and maturity in handling sensitive/confidential information and assist Finance and People and Culture teams as required.

Detailed Job Description

Monthly Payroll Processing:

- Updating Edupay payroll software for contract changes, pay increments, payroll claims and standing employee data, ensuring full audit trail
- Understand differing terms and conditions across five local authorities and provide accurate salary calculations
- Ensure all colleagues are paid accurately in line with contractual timeframes
- Training and supporting School Business Managers with self-service payroll platform, salary calculations and non-standard queries

- Calculating and posting monthly pay award accruals for teachers and support staff
- Assisting colleagues in pensions and pay queries.

School Support & new Schools:

- Ensuring accurate payroll data is obtained for new schools joining Emmaus CAT – working with incumbent payroll agencies, SBM's and our payroll provider to set-up and complete parallel runs
- Work with pension providers (GMPF and TPS) to support Payroll Manager with queries
- Work with Payroll Manager and wider finance team as part of due diligence and set-up of new schools, including delivering payroll system training and support;
- Support Finance Business Partners in setting initial post-conversion budgets for school, including accurate staffing budgets using IRIS Financial Planner software
- Assisting school business managers in managing changes in contracts, processing new starters and leavers, statutory payments, and personal details changes.

Regulatory Reporting

- Support Payroll Manager with mandatory returns and reporting, notably:
 - Teachers' Pension End Of Year Certificate;
 - P-11D's;
 - Pension Auto-Enrolment and staging date requirements;
 - Payroll & Pension Internal & External Audit

Other

- The post holder will need to attend and engage with central team meetings and deliver updates at regular finance network meetings with SBM's from across Emmaus CAT
- The post holder must be committed to their own professional development and attend regular finance networking and strategy sessions. Emmaus CAT is a growing trust and there will be opportunities for career development
- The post holder must be willing to take a pragmatic approach to their work and be fully supportive of staff working in schools within Emmaus CAT
- This job description is not intended to be all inclusive and the successful candidate is expected to be flexible and proactive in meeting the needs of each school
- Emmaus is a Catholic Academy Trust, and all employees must support the catholic aims and ethos of the trust. However, there is no requirement to be Catholic
- Adhere to all Emmaus-wide policies and procedures
- Take responsibility for promoting and safeguarding the welfare of all pupils;
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that Emmaus CAT provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities or attending governing body meetings outside of normal working hours);
- Travel between different sites of the Emmaus CAT as required (all schools are within the Salford Diocese covering Manchester, Stockport, Trafford, Tameside and Oldham)
- Actively participate in performance reviews at regular intervals in accordance with Emmaus-wide procedures

General

- Actively contribute to and promote the overall ethos and values of each school and the wider Emmaus CAT
- Participate in training and other learning activities and performance development as required
- Maintain consistently high standards of professional conduct, tact and diplomacy at all times in dealing with pupils, parents, staff and colleagues, external agencies and any other visitors to the school or Emmaus CAT
- Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and Emmaus CAT's business at all times
- Act as an ambassador for the Diocese, schools and central team within the local community and beyond, ensure that the ethos and values of Emmaus CAT are promoted and upheld at all times.
- Undertake any other reasonable tasks and responsibilities requested by the CSEL/CEO or Central team which fall within the scope of the post

Method of Working

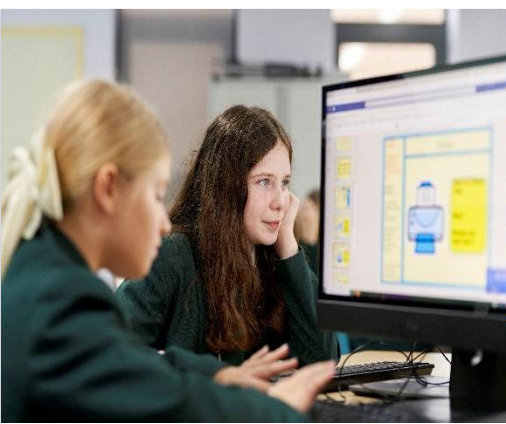
Emmaus Catholic Academy Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires a clear appreciation of the Catholic faith, our special ethos and commitment to serving society, dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Catholic Education Service and the Emmaus CAT's Code of Conduct and reflecting the Diocesan values. You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction, ongoing performance reviews and through Emmaus CAT communications. All staff are required to maintain confidentiality as required.

Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Emmaus CAT staff.

It is a prime objective therefore that staff will at all times project to the public the image of the Emmaus CAT as keen to assist wherever possible and positively promote the work that is carried out.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in Joint National Council Agreement on Pay and Conditions of Service Handbook (the Green Book)





Person Specification

Qualifications	Essential/Desirable
Good standard of education including strong GCSE passes in English and maths	E
Educated to at least A Level or equivalent	E
Educated to degree level	D
Membership of relevant professional body, e.g. CIPP	D
Experience	
Three years' experience in a finance or pay roll role	E
Knowledge of payroll and pension processes, including internal contract framework	E
Knowledge of the PAYE and pensions framework	D
Knowledge of regulatory framework for multi academy trusts	D
Experience of delivering to deadlines and achieving set targets to a high standard	E
Skills and Aptitudes	
Ability to deal with external contract providers over system issues and provide training to colleagues	E
Able to adapt to new software systems and requirements	E
Good communication skills and the ability to inform and train others	E
An attention to detail, especially in relation to processes and systems	E
Personal Qualities	
Able to seek out information, advice and guidance when required	E
An ability to multi-task and support colleagues when required	E

A commitment to safeguarding and promoting the welfare of children and young people	E
Special Requirements	
Satisfactory enhanced clearance with the Disclosure and Barring Service (DBS)	E
Pre-employment Health Check	E
An appropriate understanding of child protection and data protection	E
Willingness and ability to travel to schools across Emmaus CAT	E
Full Drivers License	E



HOW TO APPLY



EMMAUS Catholic Academy Trust

2nd Floor, Crossgate House, 47-55 Cross Street, Sale, M33 7FT

0161 470 5114

CSEL/CEO - Daniel Copley

enquiries@emmauscat.com

Company No. 12206105

www.emmauscat.com

✕ @EmmausCAT

Applications need to be made the link provided to our recruitment platform, available from the [Emmaus CAT website](https://emmauscat.com).

For an informal conversation regarding the role prior to applying please contact our Payroll Manager via email maciej.pyznarski@emmauscat.com.

Closing date: Friday 17th July 2026, 9am

Interviews will take place the week commencing Monday 20th July 2026

To apply for this position please follow the recruitment link which can be found on our website www.emmauscat.com/vacancies

