



## Payroll Assistant

Closing date for all applications is 30<sup>th</sup> September 2024.

*The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the DBS.*

Line Manager:	Payroll Manager
Hours of Work:	30 hours per week. There is some flexibility within (52 weeks of the year post).
Salary:	Dependent on experience
Holidays:	25 days per annum, plus 8 Statutory Bank holidays & UXX]h]cbU`XUng`UZhf)` nYUfgNgYfj ]W
Sickness:	Statutory Sick Pay only in the first year of service During probationary period, nil, during first year two weeks of full pay, during second year, six weeks of full pay, during years 3-5 eight k YY_gNcZd `dUmz during years 6-10, ten k YY_gNcZd `dUm During nYUf`%%UbX VYncbX`%&k YY_gNcZd `dUm
Pension:	Contributory Scheme up to 7%.

### GENERAL JOB REQUIREMENTS

Hc`Ugg]ghk ]h`hLY`dfcWgg]b[ `cZhLY`a cbh`mdUmfc``UbX`Ugg]ghk ]h`U``ghUhi hcfmnyUf`YbX` fYri fbg`UbX`D\* \$g`Zcf`\* + \$`ghUZZ`UbX`a Ubi U`dUmWU`W`Uh]cbg`  
Hc`XYU`k ]h`dUmfc``ei Yf]Yg`  
Hc`k cf\_`WcgY`mk ]h`U`Vt`YU[i Y`]b`hLY`hYUa `cj YfgYY]b[ `hLY`Vta di hYf]gYX`ha Y`YYd]b[ `gng]hYa `]b`dfYdUfUh]cb`Zcf`hLY`dUmfc``hc`]bWl XY`fi`bb]b[ `fYdcfngz`  
Hc`gi`ddcfh`hLY`DUmfc``A`UbU[ Yf`k ]h`gU`Ufm]UbX`dYbg]cb`ei Yf]Yg`  
Hc`VY`fYgdcbg]V`Y`Zcf`UVgYbW`UbX`\c`]XUmFYVt`fXg`  
Hc`Zc`ck`UbX`XYj`Y`cd`dfcWggYg`Zcf`hLY`XY`j`Yfmc`ZdUmfc``k`cf\_`  
Hc`XYj`Y`cd`[`ccX`k`cf\_]b[ `fY`Uh]cbg\`]dg`k ]h`@]bY`A`UbU[ Yfg`UWcgg`hLY`GWcc`

### KEY SKILLS

9l dYf]YbW`cZk`cf\_]b[ `cb`U`GU[ Y`gng]hYa `]g`YggYbh]U`  
Gfcb[ `Vta`di`hYf`g\_]`gzdUfh]W`Uf`mk ]h`9l`W`

### PERSON SPECIFICATION

: `YI ]VY`UbX`UXUdhUV`Y`]b`UddfcUW`hc`k`cf\_`  
;`ccX`hYUa`k`cf\_`Yf`  
9l`W`Ybh]Ufh]bh]cb`hc`XYh]`  
Gfcb[ ``Yj`Y`g`cZUWV`fUVh`  
;`ccX`Vta`a`i`b]W]h]cb`UbX`]bhYfdYfgcbU`g\_]`g`

This job description is not necessarily a comprehensive definition of the role and the job holder. It may be directed to undertake other duties which may be reasonably given to them by the Payroll Manager from time to time. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment at any time, after consultation with the post holder.

### **How to apply**

Please complete the online application form.  
Closing date is 30<sup>th</sup>