

יסודי התורה מנשסתר



Sedgley Park Rd, Prestwich, Manchester M25 0JW
Tel: 0161 773 6364 e-mail: info@yhs.org.uk

Payroll Officer

(part time Maternity Leave Cover)

To calculate staff salary and manage the two payroll systems in school, collating and presenting data accurately and to deadline. Manage all related payroll enquiries including pensions, maternity and childcare; produce schedules and salary journals. Accuracy and experience essential.

20hrs a week (Monday – Friday) Term Time plus 1wk
Starting 29th August 17

The School is committed to safeguarding and promoting the welfare of children and these appointments are subject to an enhanced DBS check and positive references.

Application forms and job specification available from School
Tel: 0161 773 6364 ext 165 Email: s.sills@yhs.org.uk