

Payroll/Pension Officer (part time)



Job Description

The main areas of work are detailed below. This role may be revised and modified by the Governing Body, Headteacher or Bursar during the course of the contract.

Payroll/Pensions Administrator

To co-ordinate and administer the two payroll systems in school covering 260 staff many of whom are part time, to ensure that all staff are paid accurately and timely, with appropriate additions or deductions.

Liaison for all payroll enquiries, including Pension and Childcare queries.

- accurate record keeping and secure filing
- compiling accurate monthly and termly staff absence data
- calculating and adjusting salary schedules
- distribution of payslips, P60s, annual statements to staff
- maintaining maternity leave information
- completing all necessary forms, returns and audits relating to payroll and pension.
- Strong communication skills liaising with staff, payroll agencies, HMRC
- Complete discretion and confidentiality

Personnel/HR

To assist the Bursar with the Personnel/Human Resources administration at school. Including drafting contracts, logging DRB Police checks, central ID record (use of Integris System), upkeep and reporting of school absence schedule, accurate filing, collection and recording of data as required. Deal with a range of queries appropriately and efficiently.

Secretarial & Administrative Support

To provide occasional secretarial and administrative assistance as delegated by the Bursar. Update policy relating to staffing, pension and payroll.

Computer Literacy

Knowledge of Office Applications (word, excel, access, outlook), attend training in and out of school as necessary to the role.

Policies & Procedures

Adhering to the Policies & Procedures of Jewish Day School and compliance with the Children Act, Health and Safety legislation. The School is committed to safeguarding and promoting the welfare of children and this appointment is subject to an enhanced DRB check and positive references.

Confidentiality

Ensuring confidentiality is maintained in all areas

Hours

20hrs, Monday – Friday, Term Time only plus 1 week

Salary

Commensurate with experience