



West Hatch High School
a Specialist Business and Enterprise School
"THE BEST THAT I CAN BE"

Headteacher: Mrs V Schaefer BA (Hons), MA, PGCE (Cantab), MCCT

Payroll Administrator
Required ASAP

37 hours per week (8.30am to 4.30pm, 4pm on Friday)

43 weeks per year

Scale 6, points 13 – 17, Salary £28,163 - £30,060 (Including Fringe) FTE

Actual Salary - £27,531 - £29,321

This is an exciting opportunity for a Payroll Officer, Administrator or Assistant to join our friendly and busy school. You will play a key role in the smooth day-to-day running of the school's monthly payroll and be the primary point of contact for payroll, pension and benefits queries from staff. You will also be responsible for all Payroll Administration and liaison with the out-sourced payroll provider.

We offer the following benefits:

- Newly built sports hall with fully fitted gym available for staff use,
- Swimming pool available for staff use,
- TOIL scheme allowing staff to build time to take some term time days off,
- The Headteacher is passionate about staff workload and wellbeing and holds regular wellbeing meetings with staff.
- Flexible working requests will be considered.

At West Hatch we believe in building strong relationships with students and going the extra mile to support students' successes both in and outside of school.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

Further details about this post and an Application Form are available by visiting our School website at www.westhatch.net.

If you require additional information please contact recruitment@westhatch.net

Closing date: Wednesday 2nd July 2025 at 9am

Based on the quality and quantity of applications received, West Hatch High School reserves the right to close this vacancy sooner than the specified closing date. Therefore, early applications are encouraged.



West Hatch High School

JOB DESCRIPTION: Payroll Administrator

Responsible to: Headteacher

Line Manager: Director of Finance and Operations

Band: Scale 6, points 13 - 17

Purpose of Job:

To be responsible for managing the administration of schools' payroll operations, ensuring that each stage of the payroll process is actioned accurately; in a timely manner; appropriate information is provided to the Director of Finance and Operations, and EPM (our payroll administrator - external).

Main Duties:

- Input data relating to staff payments into the payroll databases ensuring that staff are paid on time and receive correct payments.
- Maintain payroll system records for all staff with regard to additional claims, PAYE, National Insurance and Pensions.
- Ensure that correct payments, reports and returns are made to HMRC, Teachers Pensions and Local Government Pension Scheme and other statutory bodies.
- Ensure the schools' Childcare Voucher Scheme is operated efficiently, that all deductions are reconciled and correct payments are made to the scheme provider.
- Deal with enquires from staff and external contacts either in person, by email or telephone.
- Assist with month and year end processes, this is essential for statutory and other returns, including P60's, P45's and Pension funds.
- Assist with month end management accounts and year end audit by supplying further detail and breakdown of costs.
- Provision of salary information to the HR Manager as requested.
- To input all new starters, leavers, changes of contract, bank details and change of address into the payroll databases and portal (EPM).
- Keep up to date with changes to policy, for example Sickness and Maternity
- Provide calculations as requested
- Ensure Payroll Procedures Manual is kept up to date.
- Work with Director of Finance and Operations to ensure accuracy of data in the Payroll system.
- Maintain pay scale tables and spreadsheets

Professional standards:

- Carry out your role in a professional, positive and proactive manner.
- To undertake any reasonable instruction.
- Deal courteously with colleagues, pupils, parents and the public.
- Come to work suitable dressed, in accordance with the Schools Dress Code.
- Maintain strict confidentiality with regard to issues relating to pupils, parents, other staff and school business.
- Set a good example to students.
- Be supportive at all times of the school's aims and ethos.
- Work as part of a team to support the team and school objectives.
- Be familiar and comply with school policies as set by the Governing body.
- Aim for high standards of punctuality and attendance.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS checks and positive references.



West Hatch High School

Payroll Administrator Person Specification

General heading	Examples	Essential	Desirable
Qualifications & Experience	Proven payroll administration experience in a school environment	✓	
	Educated to NVQ Level 2 or equivalent		✓
	Working knowledge of Financial school policies and procedures	✓	
	Working knowledge of payroll systems and legislation	✓	
	Excellent knowledge of ICT packages to support specialist area	✓	
	Robust knowledge using Excel	✓	
	Working knowledge of teachers' pay and conditions and support staff terms and conditions	✓	
Communication	Ability to write detailed reports, letters etc	✓	
	Ability to use clear language to communicate complex information unambiguously	✓	
	Ability to listen effectively	✓	
	Seek support to overcome communication barriers with children and adults	✓	
Working with others	Ability to make a proactive contribution to the work of the team supporting children	✓	
	Ability to liaise with suppliers and other agencies	✓	
	Ability to establish rapport and respectful and trusting relationships with children and adults	✓	
	Ability to make a distinctive contribution to the work of the team	✓	
Responsibilities	Excellent organisational skills	✓	
	Ability to remain calm under pressure	✓	
	Ability to manage and support the work of others	✓	
	Ability to plan and manage own time effectively	✓	
	Demonstrate a highly creative approach to supporting children and staff and an ability to resolve complex problems independently		✓
General	Awareness of and promotion of equality		✓
	Excellent understanding of Health & Safety legislation and procedures relating to specialist area		✓
	Ability to advise others		✓
	Understand and support child protection procedures		✓
	Understand procedures and legislation relating to confidentiality		✓
	Demonstrate a clear commitment to develop and learn in the role		✓
	Ability to effectively evaluate own performance		✓