

Job Title	Payroll Officer
Job Type	Permanent Role
Line Manager	Finance Manager
Salary Range	£30,000 - £35,000 per annum, depending on experience
Hours	40 hours a week – hours to be agreed All year round working
Location	Repton School, Repton, Derbyshire
Benefits	Occupational Pension Scheme Complimentary Sports Centre membership (including family) Generous holiday allowance - 25 days holiday, plus Bank Holidays, plus Christmas Closedown (5 days)
Role Overview	
<p>This is an exciting opportunity for an experienced payroll administrator and/or wider finance professional to run the School's payroll function. The successful candidate will have a demonstrable track record of success in this area, with the utmost confidentiality and discretion in this sensitive area.</p> <p>This is a varied role incorporating both collation and assurance of payroll data, through to submission to our outsourced payroll provider. There may also be a requirement to assist with routine tasks within the Finance department during quieter periods in the payroll calendar.</p> <p>The successful candidate will primarily be responsible for collating payroll inputs for submission to the outsourced payroll provider within required timeframes, ensuring complete accuracy. Through this they will maintain a high level of service to all Repton School entity (Repton School, Repton Prep, Repton Enterprises, Repton Foundation and the Repton Family of Schools) employees – totalling around 700. They will liaise with both internal staff and the payroll provider to resolve queries and questions in a timely way.</p> <p>They will be a team player who will work alongside finance and HR team members to ensure the School's employees have absolute confidence in the Bursary team.</p>	
Role Responsibilities	
<p>The Payroll element of this role will include:</p> <p><u>Collation of payroll data</u></p> <ul style="list-style-type: none"> • Review for completeness and accuracy the payroll inputs, for example: time forms, absence forms, contract amendments, starters and leavers forms • Collate payroll data into the agreed submission format for the outsourced payroll provider. • Submit payroll information to the outsourced payroll provider in line with agreed timeframes. • Maintain high levels of confidentiality and security of employee data and sensitive information <p><u>Accurate Payroll</u></p> <ul style="list-style-type: none"> • Review payroll reports at each stage of the monthly payroll process, for accuracy and completeness, raising any concerns or queries 	

- Achieve final sign-off of payroll within the agreed timescales

Service Provision

- Respond in a timely way to queries raised by staff relating to their pay
- Liaise with the payroll provider to ensure explanations are given and adjustments made as required
- Work alongside the Finance Manager and Head of Finance to ensure accuracy of pay increases, as well as compliance with National Minimum Wage requirements and the associated Repton Living Wage level.

Continuous Improvement

- Continuously review and improve all processes and working practices to ensure efficiency and effectiveness
- Propose amendments to relevant financial processes in line with any changes to legislation, reporting requirements etc.

The Finance team support element of this role may include:

- Supporting Finance Team colleagues in their areas of expertise (accounts payable, fee billing and credit control, management accounting and so on)
- Other duties as reasonably requested by your line manager

Person Specification

Experience

Essential

- Significant experience in a payroll team with working knowledge of payroll processes
- Sound knowledge of UK payroll, minimum wage legislation and other regulatory factors (including HMRC)

Desirable

- An understanding of payroll within Schools, particularly including the implications for term-time only workers and the management of casual staff and those on timesheets.

Skills

- Highly IT literate – confident user of Outlook, intermediate Excel (e.g., pivot tables and formulae); Microsoft Forms
- Highly organised and methodical, with a proven track record of delivering high quality work to expectations, and on time
- The ability to take responsibility and use own initiative to resolve problems and issues or escalate as appropriate and provide support to their resolution
- The ability to communicate clearly with colleagues and non-Finance staff at all levels
- High attention to detail and levels of accuracy
- Be a motivated individual and able to work alone or as part of a team

- Ability to meet tight deadlines, prioritise tasks and adapt to changes in deadlines and requirements
- The ability to positively embrace changes and new challenges

Personal Style

- We are looking for a team player with good interpersonal and communication skills
- Be customer focused and have an enthusiastic approach to help support our staff
- Solution-oriented and with a can-do attitude.
- Able to focus and work methodically and calmly under pressure.
- You will be honest and open, but also highly trustworthy and able to deal with sensitive or privileged information with absolute confidentiality and discretion.

Additional Information

Safeguarding

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact is a critical part of all roles at Repton/Repton Prep.

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g., teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.

Health

The successful applicant will be required to complete a Health Declaration once a formal offer of employment has been made and accepted.

Children Act and Referees

Successful appointment will be dependent upon statutory criminal conviction checks including an enhanced DBS Check in accordance with the Children Act, as well as favourable reports from two referees. It will be assumed that the school may contact your nominated referees without further reference to you unless you specify any alternative arrangements.

Child Protection Policy

All applicants must be familiar with our Child Protection Policy which can be found at <https://www.repton.org.uk/userfiles/reptonmvc/Documents/06-Key-Information/Employment-Opportunities/170916-Child-Protection-and-Staff-Behaviour-Policy.pdf>