



KINGS'

SCHOOL • WINCHESTER

Job title: Payroll Assistant

Salary: Grade C £23115.00 – £24140.00 FTE (actual for 25 hours £13702.00 - £14309.60)

Hours: 20 – 25 hours per week, 40 weeks per year (term time + 5 days)

We are looking for an organised and proactive person to join our Admin team as Payroll Assistant from January/February 2024. You will be responsible for the timely input of payroll data onto the school SAP system including staff absence, timesheets, contract changes, new starters, and leavers. You will also support the HR Officer with relevant recruitment administration such as pre-employment checks.

The Payroll Assistant is part of the People Team working with the HR Officer & HR Assistant. At Kings' we recognise and appreciate the invaluable contribution support staff provide to schools, their work is essential to the daily operation and management of Kings'.

A day as Payroll Assistant may involve; recording staff absence certifications; notifying managers of team absence; uploading timesheets for processing; creating new starters profiles on SAP; maintaining employee new starter files and completing relevant pre-employment checks such as ID, Right to Work & DBS.

You will need to:

- Have an understanding of confidentiality in the workplace, in relation to employee records.
- Be proactive, organised and efficient in their approach to work.
- Have strong attention to detail.
- Be innovative, and able to think creatively to explore new ways of working.

In return, we can offer you:

- A supportive induction and training program, tailored to you.
- Continual opportunities and support – we are passionate about development; we want to invest in you.
- A strong sense of community
- Staff wellbeing at the heart of every decision
- Staff swimming – free staff swim slots at our indoor heated pool
- Hampshire County Council benefits also include:
 - Local Government Pension Scheme – with guaranteed benefits
 - Employee Assistance Program – 24/7/365 phone advice, and up to 6 free counselling sessions per year

For further information and to apply for this position, please visit our [website](#).

If you have any questions about the role, application process or life at Kings', please do get in touch to 01962 861 161 or recruit@kings-winchester.hants.sch.uk

Closing Date: Midday, Monday 11 December 2023

Interview Date: 13th or 14th December 2023

We review applications as they are submitted and reserve the right to close this advert and/or interview at any time, therefore, we would encourage you to apply as soon as possible if you are interested in this role.





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Kings' School mission and values

At Kings' we are proud of our ambition to achieve excellence in everything that we do. Our aim is simple, we want to provide all pupils with:

- Inspiring Futures
- Exceptional Character
- Academic Excellence

Our school motto, ***Una Laborantes*** (*working together*) exemplifies our beliefs and behaviours. At Kings' our aims drive all that we do and as a result we endeavour for our teachers to enjoy impeccable behaviour in lessons with respectful, hardworking and highly motivated pupils. We are a genuinely comprehensive school that is working to provide a knowledge-rich education for pupils of all backgrounds. The role of receptionist is essential to the everyday running of the school.

Our values are at the heart of our school culture. They underpin our mission, that we are *Working Together to Achieve Inspiring Futures, Exceptional Character, and Academic Excellence*. Our school values are to:

- Discover brilliance in everyone
- Have unlimited ambition
- Earn success
- Be kind, be humble, and have integrity
- Make a difference

These values are not just the values and aims that we have for our pupils, we have the same goals for our staff. We want to invest in you and ensure that Kings' is a centre of excellence for teaching and learning, where all staff thrive because we keep teaching at the heart of all we do. To join us and contribute to this exciting journey, you need to be excited by these three questions:

- Do you want to be part of a team where you will help make a lasting impact on our pupils, develop strength of character, and help them to fulfil all they can be in the future?
- Do you want to work in a school that values knowledge and ensures that pupils achieve excellent outcomes; a school that ensures that all our pupils are taught the cultural and social capital that enables them to succeed in the world?
- Do you want to work in a school that prioritises your professional development because we know that great people are the key to all our pupils having inspiring futures?

Kings' is highly ambitious with a continuous drive to be even better. We know that it is the staff in the school that make the difference.





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Job Description

Job purpose, including main duties and responsibilities:

Payroll

- Ensure payroll is maintained to the highest standards showing accuracy and attention to detail.
- Process new starters and leavers.
- Process contract changes, e.g., changes to pay, working hours, role.

Absence

- Monitor staff absence.
- Record staff absence.
- Notify managers daily of staff absent from their team.

Recruitment

- Collate employee new starter files.
- Complete relevant pre-employment checks for new starters including DBS, ID, Right to Work, Referrals & Teaching Regulations Agency checks.
- Prepare contracts for new starters.

Other responsibilities

- Compliance with Hampshire County Council audit requirements.
- Active in your professional development within the role.
- Provide support to the HR Officer and Finance team as necessary.





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Person Specification

A Qualifications	
At least 5 GCSEs Grade A-C or equivalent, including Maths & English.	A/I
B Knowledge and Experience	
Clear understanding of the high expectation of working in an outstanding school	A/I
Experience of producing reports (desirable)	A/I/R
Knowledge and understanding of the importance of staff absence management in schools	A/I
Competent with using Microsoft Office applications, particularly Excel	A/I
Experience of data entry	A/I/R
A good understanding of HR & Payroll processes (desirable)	A/I
An understanding of confidentiality	A/I
Evidence of an understanding of safeguarding within schools.	A/I
C Personal Qualities	
Demonstrate personal and professional integrity, including modelling the school's mission and values.	A/I/R
Ability to work flexibly and manage own workload	A/I
Efficient and effective organisational skills and attention to detail	A/I
Enthusiastic, innovative and willing to explore new ways of working	A/I
A confidential and effective communicator	A/I
D Confidential Reference	
Positive recommendation from all referees, including current employer	R

A = application

I = interview

R = reference

Thank you for taking the time to read this information and for considering Kings' School in the next stage of your career. If our mission, values and ethos excite you, please do contact the school to find out more about us, the role, life in Winchester and how to apply.

