



# KINGS'

SCHOOL · WINCHESTER

## **HR & Payroll Assistant (Temporary maternity cover)**

**Grade C £24,405 – £25,430 FTE (actual £14,467 - £15,074)**

**25 hours a week over 4 or 5 days, 40 weeks (Working pattern to be discussed at interview)**

We are looking for an enthusiastic and approachable person to join our excellent school support team.

You will work alongside our wider Admin team of general and specialised administrative staff. At Kings' we recognise and appreciate the invaluable contribution support staff provide, their work is essential to the daily operation and management of Kings'.

The successful candidate will be expected to:

- Demonstrate personal dynamism, energy, and enthusiasm.
- Be organised and a strong communicator.
- Support the SLT and Office admin manager with general admin duties.

### **Why Kings'?**

Kings' is an exciting and rewarding place to be, our pupils are keen to learn and succeed, and consistently show appreciation for their teachers' support and dedication. Our teaching and support staff are committed and hardworking, all believing firmly that we should help pupils be their best. Whether colleague or pupil, all members of the Kings' community live our values and collective morale is high.

Working at Kings' in Winchester, you will:

- Benefit from a supportive, encouraging culture of professional growth and autonomy.
- Be part of our friendly welcoming team – you join our Kings' family who live by our motto, Una Laborantes (Working together).
- Feel valued and recognised for your contributions, whilst being actively encouraged and supported in maintaining a healthy work-life balance.
- Park onsite, at the front of school in a secure accessible car park, equipped with EV charging spaces.
- Work in well-resourced departments, with access to a high-quality library for professional development.
- Feel the benefits of working in the beautiful Hampshire countryside, on a large campus surrounded by greenery and open spaces.
- 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

To see what current staff say about working at Kings' and learn more about our dedication to wellbeing and staff voice, visit our [website](#).

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





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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](mailto:recruit@kings-winchester.hants.sch.uk)

*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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### **Job Description – HR & Payroll Assistant**

#### **Job purpose, including main duties and responsibilities:**

- To ensure payroll is maintained to the highest standards showing accuracy and attention to detail.
- To process and record all employee absences and compile monthly absence reports, reporting your findings to the HR Officer.
- To process new starters and leavers.
- To process contract changes.
- To support compliance with Hampshire County Council audit requirements.
- To process all additional timesheet hours.
- To be active in your professional development within the role.
- To provide support to the HR Officer and Finance team as necessary.





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## Person Specification

<b>A Qualifications</b>	
GCSEs Grade A-C or equivalent in Maths & English.	A/I
<b>B Knowledge and Experience</b>	
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
<b>C Personal Qualities</b>	
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
<b>D Confidential Reference</b>	
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.

<https://kings-hants.com/>

