



# Holmes Chapel Comprehensive School & Sixth Form College

## HR & PAYROLL OFFICER

**Part Time, 22.5 hours per week**

**39 weeks plus 3 INSET Days**

**Permanent, Grade 6 SCP11-17**

**Actual Starting Salary £15,145**

An exciting opportunity has arisen for a HR and Payroll Officer to play a key role in supporting our staff and delivering a high-quality payroll service.

The purpose of the role is to provide comprehensive HR and payroll support for all staff, ensuring accurate and timely processing of payroll, effective HR administration, and compliance with statutory and Academy requirements. You will have a positive, solution focused outlook, perform well under pressure and possess excellent communication skills.

To arrange an informal discussion please contact Sarah Bradney or Helen Mayes on 01477 410500.

For further details and application form, please visit our website: [hccs1978.co.uk/vacancies](http://hccs1978.co.uk/vacancies)

Applications will only be accepted on the school's Support Staff application form. Completed applications should be submitted to: [helen.mayes@hccs.info](mailto:helen.mayes@hccs.info)

*Holmes Chapel Comprehensive School and Sixth Form College trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All roles involve contact with children and are thus engaged in regulated activity relevant to children. Shortlisted candidates will be subject to references and online searches. Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.*

**Closing date: 12pm, Monday 5th January 2026**

Executive Headteacher: Nigel Bielby

Tel: 01477 410500

[www.hccs1978.co.uk](http://www.hccs1978.co.uk)

NOR 1319 (including 156 in the Sixth Form)

**Executive Headteacher : Nigel Bielby**  
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