

# HR & Payroll Officer

Holmes Chapel Comprehensive School

Grade 6 (SCP11 - SCP17)

40 weeks



## Job purpose

Working closely with the HR & Payroll Manager, the post holder will support the senior leadership team to provide the best possible supportive and safe learning environment for students. Assisting in the building of safe, legally compliant Payroll and HR practices, enabling the school to recruit, retain, pay and develop an appropriately skilled workforce.

## Key Relationships

The HR & Payroll Officer supports the HR & Payroll Manager working closely with people on every level of the school. They will demonstrate excellent interpersonal skills, and remain calm in stressful situations. They will maintain high levels of accuracy and attention to detail in their work.

## Main Responsibilities

Demonstrate knowledge and understanding of the operational policies and procedures that enable the school to be recognised as a good employer

Provide a comprehensive payroll system, including issues relating to occupational pension schemes. This includes actions such as; processing monthly payroll, Processing new starters & leavers, dealing with all aspects of statutory payments and deductions, dealing with timesheet/invoice/pay queries, advising employees on PAYE and NIC matters, completing payroll reconciliation, producing data collation and reports.

Assist in the delivery of a high quality safer recruitment and selection provision from identification of vacancy to the offer of employment.

Assist in maintaining the Academy's Single Central Record, ensuring all relevant documentation is valid, correct and in place. Work closely with the Designated Safeguarding Leads.

Contribute to the induction of teaching and non-teaching staff including the monitoring of the probationary procedure for non-teaching staff.

Participate in ensuring the Support Staff Learning and Development procedure is implemented according to the Academy's policy. Monitor completion of Learning and Development records.

Ensure job descriptions are fit for purpose and up to date.

Maintain the school's attendance management process including the access to Occupational Health services and mental health first aid.

Contribute to supporting the administration for the Academy's Core Leadership and cover in the absence of the Head's PA.

## All Staff Responsibilities

To be aware of the policies and operational procedures of the school.

Ensure that the organisation's stated values and objectives are reflected in the everyday life of the school.

To ensure the safeguarding of our students is at the core of all aspects of the role. Attend annual safeguarding training and keep up to date with any additional new guidance or training brought to your attention by the Designated Safeguarding Lead.

Fulfil your responsibilities outlined under the HCCS Health and Safety Policy and share responsibility for their own safety and that of students and colleagues.

Notwithstanding the detail in this job description, the post holder will undertake such work as may be determined by the Executive Headteacher/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.

## Personal Specification

	Essential	Desirable
<b>Qualifications and Knowledge</b>	Strong, broad school qualifications with good results in maths and english  Sound knowledge of HR principles, practices or working with payroll systems	Professional HR certification/CIPD
<b>Experience</b>	Previous experience of working in a HR or Payroll administrative role which may include, recruitment, HR policies and procedures Payroll and other related software systems.	Experience of working with a company payroll system  Experience in the education sector
<b>Skills and Aptitudes</b>	Excellent communication - verbal and written Organisational ability Problem solving IT - computer and software packages Ability to be a team player and to work on own initiative	
<b>Interpersonal Skills</b>	Tenacious and resilient Positive and approachable Reliable To go the extra mile Sense of humour	