



# Kingsthorpe College



## HR and Payroll Administrator (Maternity Cover)

**Do you believe that everything is possible?  
If so, Kingsthorpe College has an opportunity just for you.**

<b>Contract:</b>	<b>Fixed term for Maternity cover for 1 year</b>
<b>Hours:</b>	<b>30 per week, 9am-3pm, Monday to Friday</b>
<b>Weeks:</b>	<b>39 weeks per year (5 days to be worked within school holidays)</b>
<b>Salary:</b>	<b>Orbis Pay scale 10-14 £19,545.00 - £21,574. Pro rata salary for 39 weeks per annum £11,353.37 - £12,531.99</b>
<b>Pension:</b>	<b>Generous pension scheme from day 1</b>
<b>Holiday:</b>	<b>Pro rata entitlement of 28 days plus bank holidays taken during periods of school closure</b>
<b>Benefits:</b>	<b>Health plan, free parking</b>

We require a highly accurate and proactive individual to support in all HR matters including recruitment and selection, induction, absence management, variation and contract preparation, Single Central Record maintenance and payroll.

You will have a good HR generalist background and be confident in acting as a first point of contact for HR queries. Ideally, you will be level 3 CIPD qualified or equivalent and will have some experience of payroll although this is not essential and full training will be provided.

Further details including a full job description are available on our website [www.kingsthorpecollege.org.uk/workwithus](http://www.kingsthorpecollege.org.uk/workwithus) To apply for this post, please complete an application form and submit this along with a covering letter on not more than one side of A4.

**Closing date for applications: 9am on Monday 23<sup>rd</sup> May 2022**

### **Why do we exist?**

We exist to maximise the life choices of our students by being the catalyst in students' artistic, athletic and academic lives.

### **How do we behave?**

We behave with optimism, determination, thoughtfulness, and clarity.

### **What do we do?**

We provide character and currency for our students to achieve success.

### **How will we succeed?**

We will differentiate ourselves by creating a healthy organization, making student-centric decisions, and giving students opportunities to develop resilience, perseverance and creativity, and be curious, kind, well-rounded individuals.

Please note the College cannot accept CV's. Applicants must complete a Support Staff Application Form that is available on the college website at [www.kingsthorpecollege.org.uk/workwithus](http://www.kingsthorpecollege.org.uk/workwithus)

Email your completed application form to [recruitment@orbismat.com](mailto:recruitment@orbismat.com)  
Kingsthorpe College, Boughton Green Road, Kingsthorpe, Northampton NN2 7HR  
Tel: 01604 716106

***Kingsthorpe College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***