



St George's Academy

“Aiming high to achieve excellence for all”

HR & Payroll Administrator

Salary:	NJC Scale 4, pts 7-11 £25,584 to £27,269 per annum fte
Hours:	Full / part time considered Up to 37 hours per week, 52 weeks per year (Usual working hours are 8.30am to 4.30pm with a finish of 4.00pm finish one day per week, to be agreed dependent on Academy needs).
Contract Basis:	Permanent
Closing Date:	9am on Tuesday 15 July 2025

We currently have an exciting opportunity for a customer focused HR & Payroll Administrator to join the existing Corporate Services team within St George's Academy.

Reporting to the HR Manager, you will be responsible for providing a comprehensive, professional and effective HR administration service liaising directly with staff, third parties, agencies and potential applicants. You will also provide basic support and advice to staff across a range of HR processes.

Key elements of the role will include responsibility for:

- Taking the lead role in supporting the end-to-end recruitment and new starter administrative processes, including dealing with all relevant safer recruitment vetting checks.
- Assisting the HR Manager in providing high quality and effective administrative support for a range of HR processes across the Academy.
- Providing first point of contact services to visitors, Governors, students and staff, in relation to HR and wider Corporate Services administration matters.
- Assisting the Payroll & HR Administrator in providing effective administrative support for a range of payroll processes on an ad hoc and as need basis.

You will be required to have knowledge of relevant HR policies/codes of practice and experience of providing high-level administrative support in a busy office environment. You should also have an understanding of the HR function including advising staff across a range of HR issues and of managing the administrative requirements of recruitment processes.

You will have good working knowledge of Microsoft Office, in particular Excel, Word, Power Point, mail merge as well as other ICT packages and an understanding of filing, storage and archive systems. In addition, you will have experience of working to deadlines and in adapting quickly to changing circumstances.

The ideal candidate will hold an NVQ Level 3 in Business and Administration or be able to demonstrate equivalent experience. A HR qualification is also desired but not essential. For the right candidate, consideration will also be given to offering a development role.

If you would like to join a very friendly and supportive team in an Academy of enthusiastic and dedicated staff, then we would be delighted to hear from you.

Further details including the job description for the role and application forms are available from our website at www.st-georges-academy.org. Please note that CVs are not acceptable.

Should you have any questions or wish to arrange an informal visit to the Academy, you can contact us by email to jobs@st-georges-academy.org or by calling 01529 301162. Informal visits are welcomed to all roles and can be offered outside of core school hours where this would be helpful.

St George's Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service. Additional employment checks will also be carried out for all roles in accordance with "Keeping Children Safe in Education Statutory Guidance for Schools and Colleges".