



**Truro and Penwith
Academy Trust**

PART-TIME PAYROLL OFFICER

(To start as soon as possible)

Actual Salary £17,076 (based on full-time salary of £25,273)

**25 hours per week worked over 5 days per week
52 weeks per year**

We are seeking an excellent administrator, ideally with previous payroll experience, to join our Payroll team. This is an excellent opportunity to work in a key role within a high performing multi-academy Trust. You will be numerate and be able to adhere to strict deadlines, processing payroll data and responding to pay queries from schools. The role is not term time only, but we support hybrid working.

If you are looking to work in a dynamic and forward thinking Trust, are a team worker with excellent interpersonal skills, please see our website for more information and details of how to apply;

Closing Date: Monday 15 July at 9am

Truro and Penwith Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in being appointed to a post, you will be expected to apply for a disclosure from the Disclosure and Barring Service as well as other employment checks before your appointment is confirmed.