

Payroll and Pensions Officer

Location: 89 Addison Road, London, W14 8BZ, and other Trust sites

Contract Type: Permanent, 35 hours a week, all year round

Salary: £31,086-£31,530

Start Date: As soon as possible

Are you an organised, proactive and detail-oriented individual looking to make a meaningful impact in education?

The Saint John Southworth Catholic Academy Trust is looking for a proactive Payroll and Pensions Officer to join our Shared Services Team. In this key role, you will help to deliver an accurate, timely and compliant payroll and pensions service across the Trust. The postholder will act as the primary point of contact for payroll and pension queries, maintain confidentiality and data integrity and support the Trust in meeting its financial and regulatory obligations. You will work collaboratively with other member of the Finance Team, our Human Resources Team and external providers to ensure seamless processes and excellent customer service.

About the Trust

The Saint John Southworth Catholic Academy Trust is a growing family of Catholic schools (primary, secondary and post-16), a registered charity and a trading company committed to providing an outstanding education rooted in faith, aspiration, and service. Our Shared Services Team provides high-quality professional and operational support across the Trust, enabling schools to focus on teaching, learning and pastoral care.

What We Are Looking For

The ideal candidate will:

- Have strong organisational and time-management skills with the ability to prioritise tasks
- Be proficient in using Excel and other financial software, with the ability to apply formulas
- Have experience processing salary payments, deductions and pension contributions
- Demonstrate excellent communication skills and a customer-focused approach
- Be adaptable and ready to learn, with a commitment to professional development
- Show high levels of integrity, confidentiality and commitment to safeguarding

What We Offer

- A supportive and collaborative working environment
- Opportunities for training and development to help you grow in your career
- The chance to contribute to a trust committed to delivering high-quality education and supporting staff wellbeing

How to Apply

For further details on the role, please view the Job Description and Person Specification via <https://www.sjscat.co.uk/Vacancies/> or visit our [website](#) to find out more about us.

To apply for this role, please complete the application forms available on our Vacancies webpage. Applications should be sent via email to hrteam@sjscat.co.uk.

Shortlisted candidates will be called for interview upon receipt of application; therefore we advise you to submit your application as early as possible to avoid disappointment.

The Saint John Southworth Catholic Academy Trust is committed to safeguarding and promoting the welfare of young people. All roles are subject to satisfactory vetting, including an Enhanced DBS check with Children's Barred List.

Join us in our mission to cultivate an educational environment that inspires growth, respect and academic achievement!