



Payroll Officer
S01/S02 SCP 23-28 (£33,366 - £37,938 per annum)
Permanent, All Year Round
37 hours per week

We are looking to appoint a permanent **Payroll Officer** to work within our busy central finance team, based at the Trust head office at Horton Park Primary School in Bradford. This will be a hybrid role (office and home working) but will also involve infrequent travel to our academies within Exceed Academies Trust.

Supporting the current finance team, working alongside the Chief Finance Officer, the **Payroll Officer** will possess a wealth of experience and knowledge to accurately advise stakeholders regarding all aspects of payroll including contractual/statutory sick pay, HMRC queries, salary calculations in line with various terms and conditions. In addition to this, the **Payroll Officer** will advise and support our staff with accessing their pay information via the external payroll provider's ePayslips platform.

The role will be fast paced, varied and rewarding; you will work closely with the current finance team, whilst some collaboration with the central HR team will also be key to this role. If you are committed to delivering a high standard payroll service and are passionate about supporting employees with their payroll experience, then you will love working with us.

The right candidate will be a strong team player, proactive and innovative, with exceptional organisational skills. Previous experience of payroll administration is essential, ideally within an education setting.

Exceed Academies Trust, currently consists of fourteen academies; ten primary schools, an all-through primary-to-secondary academy, two alternative provision academies (Primary and Secondary), and a specialist setting for children/young people who suffer from social, emotional and mental health difficulties. We also work closely alongside and in collaboration with a Local Authority maintained nursery, Canterbury Nursery School.

At Exceed Academies Trust, our employees are our most valuable asset; all employees have access to workplace benefits including;

- Employer contribution towards Government pension schemes
- Access to an Employee Assistance Programme (24 hours per day, 7 days a week)
- Occupational Health referral scheme
- Mental Health First Aiders, in a number of our schools
- A developing range of accessible CPD (www.exceedacademiestrust.co.uk/talent)

Closing date: Monday 28th April 2025 at 9am

Interviews will be held: Wednesday 7th May 2025

Together we Exceed

Dawnay Road, Bradford BD5 9LQ

info@exceedacademiestrust.co.uk

01274 086 490

www.exceedacademiestrust.co.uk

If you would like to discuss this opportunity in further detail, please contact Sarah Murray, Chief Finance Officer by e-mail sarah.murray@exceedacademiestrust.co.uk.

If you would like to apply for this post, please visit our website at www.exceedacademiestrust.co.uk to download a recruitment pack. Please return completed application forms by email to recruitment@exceedacademiestrust.co.uk.

CVs and applications made via Indeed will not be accepted.

Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Shortlisted candidates will be subject to related online content checks, in line with Keeping Children Safe in Education 2024. All appointments are subject to an enhanced DBS check as well as successful completion of a probationary period.

Exceed Academies Trust strives to be an employer of choice. We are an inclusive and diverse multi academy trust and ultimately, our aim is to employ a workforce that reflects the communities it serves. We are committed to achieving a balanced workforce at all levels, whilst ensuring that no individual is disadvantaged or treated less favourably. We welcome applications from candidates of all backgrounds, faiths and ethnicities and will ensure a fair recruitment process without discrimination, in compliance with the Equality Act 2010.

