



### **Payroll Officer**

**Full-time: 37 hours per week Monday to Friday however some flexibility may be available\***

**Salary: (£32,061 - £34,434)**

**Annual leave: 32 days plus bank holidays**

**Pension Scheme: LGPS**

**\* We are open to discussing the possibility of flexible working, for example: a minimum of 30 hours per week could be considered subject to agreeing a working pattern which meets the needs of the service.**

**This role may be a hybrid role with a minimum of 3 days on site and up to 2 days working from home.**

We are looking for an enthusiastic and experienced Payroll Officer to join our team and take responsibility for the delivery of a professional, efficient and compliant payroll administration service across the Trust, ensuring accuracy, timeliness and adherence to statutory and organisational requirements.

Education Village Academy Trust (EVAT) is a multi-academy trust providing mainstream and special schools and academies serving the borough of Darlington and neighbouring areas.

The People team provide a full range of HR and Payroll support and advice to the Trust across all aspects of the employee lifecycle, and you would play a key role in supporting the work that we do. You will manage the full payroll cycle to ensure an efficient and effective end-to-end payroll service in relation to the lifecycle of an employee, including creation/checking of new employees, variations to contract, payments, deductions and terminations. You will also be the main point of contact with our payroll software provider as well as key external stakeholders such as HMRC and pension providers.

We are a small but busy team and you will need to be able to multi-task and prioritise your workload to ensure that work is completed in a timely and accurate manner. You will be working as part of a team of 3 People Advisors along with a HR Administrator to ensure that our customers receive a high quality and seamless HR and Payroll service.

This is a great opportunity for an experienced Payroll Officer to take a lead role on payroll for the organisation. You'll also have the opportunity to be part of some key projects including the introduction of a new HR and Payroll system and if you're interested in the HR side of our work you'll be able to get involved in that too.

Experience within the education sector is not essential, it's more important that you share our passion for making a difference to the lives of children and young people.

To find out more about the role please see the attached job description and person specification. You can also find out more about EVAT including our values and ethos on our website [www.educationvillage.org.uk](http://www.educationvillage.org.uk)

If you would like to have an informal discussion about the role please contact Fiona Cuthbertson, Director of People & Culture via telephone on 01325 248113 or email [fcuthbertson@educationvillage.org.uk](mailto:fcuthbertson@educationvillage.org.uk)

Closing Date: Monday 26<sup>th</sup> January 2026

Shortlisted candidates will be contacted on Wednesday 28<sup>th</sup> January 2026

Interview Date: Thursday 5<sup>th</sup> / Friday 6<sup>th</sup> February 2026