**Job Title**: Payroll Officer

**Salary (actual)**: £16,435 - £17,465

**Location**: James Elliman Academy, Slough

**Hours**: 20 hours per week

**Work pattern**: Monday to Friday, flexibility between 8am to 5pm

**Working weeks**: all year round (52 weeks per annum)

**Holiday**: 27 days plus bank holidays

**Employer’s pension contribution**: 22.7%

The Park Federation Academy Trust is a community-focused Multi-Academy Trust, comprising of nine primary academies across Hillingdon, Slough and Buckinghamshire, supporting more than 6,000 pupils and employing 850 staff.

Reporting to the Head of HR, the Payroll Officer will be responsible for the day-to-day payroll operation and pension administration for a group of academies. The Payroll Officer will also support the Head of HR on cyclic tasks, such as annual pay statements. You will have recent payroll processing experience. Experience with outsourced payroll, particularly in the public sector would be advantageous. An understanding of prorating salaries, calculating overtime and statutory payments is essential for this role.

The ideal candidate needs to be highly organised, able to think on their feet and willing to support others in the team when required.

**What we offer**

The Trust offers a family friendly work environment that promotes growth and development whilst working alongside a highly versed HR and management team.

Our benefits include:

* A highly competitive pension scheme, with an employer’s contribution of 22.7%;
* A highly competitive holiday entitlement, starting at 27 days plus bank holidays, that increases with service, and can be taken during term-time;
* Enhanced sick pay, with up 6 months full pay and 6 months half pay;
* Additional paid special leave;
* Enhanced maternity pay;
* Opportunities to attend various training programs and obtain qualifications;
* An employee assistance program.

**Please contact the HR department for an application form and full job description and person specification.**

**Interviews**: as and when we receive successful applications.

***The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff, and volunteers to share in this commitment. The successful applicant will be required to undertake an Enhanced DBS Check with a check of the DBS Barred List.***