



St Peter's
Church of England
Primary School



Peter Hills
with St Mary's & St Paul's
Church of England School



St Jude's
Church of England
Primary School

Payroll & Pensions Officer - September 2024

Grade 7 Scp 14 (FTE 32,700)

Fulltime (12 month fixed term contract) Hours: 2 days a week

Our partnership is seeking an experienced and detail-oriented Payrolls and Pension Officer to join our three school Partnership. The successful candidate will be responsible for managing payroll processes, administering pension schemes, handling contributions, calculations and ensuring compliance with relevant regulations to secure employee's retirement benefits. This role is integral to maintaining the financial well-being and satisfaction of our employees.

The successful candidate will be a valued staff member who will interact with a range of stakeholders including staff, governors, parents, pupils and other advisors. You will need to be highly organised, work well as part of a team and have excellent communication and interpersonal skills.

What We Look For:

- Experience of working with payroll and pensions.
- Strong knowledge of MS Office programmes, including Advanced Excel.
- High levels of literacy, numeracy and financial analysis.
- Strong organisational skills, attention to detail, ability to independently organise and prioritise work.
- Ability to use initiative, meet deadlines and work under pressure.
- Ability to learn quickly, understand detail and translate that to a level that stakeholders can understand.
- Excellent communication skills, ability to interact with people at all levels.

We can offer you:

- Welcoming and hard working colleagues, who work collaboratively to achieve the best for the school
- Continued Professional Development
- Local Government pension scheme
- A vibrant Partnership with high standards and expectations

Please forward your application to mjones@st-judesschool.co.uk

Interested applicants are encouraged to visit the school, in advance of the closing date.

A fully completed application form should be submitted, giving two recent, relevant professional referees (one of which is your current Headteacher, if working in a school). This should include a personal statement identifying your suitability for the role based on the job description.

Closing Date: 16/08/24 Interview: 22/08/24

Only those shortlisted for interview will be contacted. References will be requested for those shortlisted ONLY and prior to interview.

Should you be shortlisted, an online search will be conducted to obtain a 'snapshot' of your presence as part of our due diligence to keeping children safe.

We are committed to safeguarding and protecting the welfare of our children and expect all staff and volunteers to share this commitment. Offers of employment are subject to satisfactory enhanced DBS disclosure and other employment checks. The school is also committed to equality and diversity in employment practice and service delivery.