



WOLVERHAMPTON
GRAMMAR SCHOOL

HR & PAYROLL ADMINISTRATOR

Full-time. Permanent.

PROVIDING AN EDUCATION THAT TRANSFORMS LIVES AS WELL AS MINDS

Wolverhampton Grammar School is one of the **oldest schools in the country**, founded in 1512 and as a **selective and co-educational independent school** of 761 pupils aged 4-18 years, it enjoys an **outstanding reputation**. Award-winning and judged **"Excellent"** by the **Independent Schools Inspectorate**, this is your opportunity to join a **nationally recognised, forward thinking School**.



Are you looking for your next challenge? We are seeking a hardworking and ambitious individual to manage the School's payroll and assist with critical HR processes.

You will join a community that thrives on challenge and intellectual curiosity, one where your skills will continue to be developed with an individually prepared professional development plan.

The successful candidate will join a community of teachers and support staff who excel in delivering a personalised, individual learning experience. You will have access to a range of professional support services including HR, IT, Library Services, Marketing, Communications and Development.

For more information about the School and to download the job description and application form, visit www.wgs.org.uk or contact Marsha Martin telephone: 01902 421326 email: recruitment@wgs-sch.net



CLOSING DATE FOR APPLICATIONS: MONDAY 25TH JULY 2022, 12 NOON*

* The closing date for applications may be brought forward should a suitable candidate apply and be successful at interview.

INTERVIEWS WILL BE HELD WEEK COMMENCING MONDAY 1ST AUGUST 2022

Wolverhampton Grammar School is committed to safeguarding. There will be an enhanced DBS check prior to the appointment. Registered Charity Number: 1125268.



INTRODUCTION TO WOLVERHAMPTON GRAMMAR SCHOOL

Wolverhampton Grammar School was founded in 1512 by Sir Stephen Jenyns to provide a “good, moral education” for the children of Wolverhampton.

Although that same impulse motivates us today, children now join our School community from across Wolverhampton, Staffordshire, Shropshire and the wider West Midlands region.

We partner with a range of local, national and international organisations to deliver a rigorous education both within the classroom and outside the School. These associations include the prestigious Merchant Taylors’ Company where our founder was twice elected Master.

Over 500 years later, Jenyns’ school is now an award-winning, successful co-educational independent school with a national reputation and an alumni community that spans over 30 countries.

Our Compton Road campus, located to the west of Wolverhampton spans over 25 acres, with stunning architecture offering a reminder of our School’s rich history. The large school hall, affectionately known as “Big School” by our staff and students is a well known local landmark and reminder of our long, successful heritage.

National award winning and judged “Excellent” in all areas by the Independent Schools Inspectorate, as the leading independent school in the city we enjoy an outstanding reputation and put the wellbeing of our staff and students at the heart of everything we do.



TES Independent School Award Winners



Judged ‘Excellent’ in all areas by the Independent Schools Inspectorate



25
acre site



Wrap around care from 7.30am - 6.15pm



Dedicated, expert pastoral team



A school community that inspires openness, trust and mutual respect

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JOB DESCRIPTION: HR & PAYROLL ADMINISTRATOR

Summary of the role:

The HR & Payroll Administrator provides effective HR and Payroll administration services to the whole employment lifecycle. The HR & Payroll Administrator is responsible for processing monthly payrolls, maintaining and updating HR records and supporting the Senior Management Team with general administrative duties.

Contract/Hours of Work:

37.5 hours per week. Full-time. Permanent.

Pay Grade:

SCP 25 - SCP 31 (£22,593 - £27,225) – depending on experience.

Line Manager:

Finance Manager.

Main duties and responsibilities:

Payroll:

- Maintain and collate information from a variety of sources to process monthly payroll across the school for approximately 200 employees and casual workers
- Manage the payroll process end to end including inputting data, calculating statutory payments, producing payslips and processing the payment through the bank
- Download from HMRC any changes to tax codes, student loans and RTI information
- Produce and post the monthly journal to the finance system and provide tax, NI, pension and attachment of earnings reports and any other required financial information to the Finance Manager
- Administer the calculation and payment of pension contributions for all pension schemes and provide the relevant information to providers
- Respond to any payroll related queries from staff and colleagues
- Process annual pay reviews within agreed timescales
- Liaise with HR, line managers and staff to ensure that payroll adjustments are made in accordance with the employee's contractual paid sickness entitlements and the school's sick pay policy
- Add new starters to the Payroll and HR systems, action staff salary changes and process leavers, including the issue of P45s
- Process any salary sacrifice payments
- Administer end of year documentation for payroll and pension schemes, including year-end returns for PAYE and the production of P60s
- Provide data for and upload the monthly and annual DfE and ISC returns
- Maintain accuracy of the payroll system.

HR Administration:

Assist the HR Officer with the following:

- Staff recruitment, including advertising, logging applications and taking up references
- Typing of contracts, contract amendments and salary letters
- Set up and maintenance of employee files
- Absence management, including monitoring sickness records for all staff and processing holiday and TOIL requests
- Co-ordination of the training programme for support staff and management of the support staff training records
- Booking training for academic staff as required
- Ensuring appraisal records are maintained for all staff.

Other administrative duties:

- Supporting SMT with administrative tasks such as photocopying, filing and updating census information
- Support & cover Finance team during periods of annual leave.

General:

- To ensure all duties are carried out in accordance with Health & Safety regulations
- To undertake any training and development that is determined to be necessary for the role
- To undertake adhoc projects as required.

School Policies and Procedures:

- To adhere to all school policies and procedures, especially those relating to Students, Health and Safety, Equality of Opportunity and Human Resources, and the Financial Regulations and Procedures

You may also be required to undertake such other comparable duties as either the Head or the Finance Director requires from time to time.

PERSON SPECIFICATION: HR & PAYROLL ADMINISTRATOR

	Essential These are qualities without which the Applicant could not be appointed.	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	Method of assessment
Qualifications	GCSE English and Maths	Data protection HR qualification	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	Previous work in a payroll department Payroll and HR database experience	Previous work within a school environment	Contents of the application form Interview Professional references
Skills	Good organisational skills with strong attention to detail and accuracy Ability to manage multiple tasks and deadlines Discretion, tact and confidentiality Good literacy skills to prepare correspondence and reports and maintain records to a high standard Excellent MS Outlook, Word and Excel skills Good telephone manner in dealing with a range of callers Confidence in interaction with colleagues, members of the WGS Community, parents, students and visitors	Experience using WCBS PASS	Contents of the application form Interview Professional references
Knowledge	A good understanding of HR and recruitment practices Up to date knowledge of payroll processes and statutory requirements	School safer recruitment procedure	Contents of the application form Interview Professional references
Personal competencies and qualities	Motivation to work with children and young people Ability to form and maintain appropriate relationships and personal boundaries with children and young people Emotional resilience in working with challenging behaviours Positive attitude to use of authority and maintaining discipline A sense of humour An appreciation of the School, its tradition and history Flexibility to work early/late or weekends as required		Contents of the application form Interview Professional references

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	Essential These are qualities without which the Applicant could not be appointed.	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	Method of assessment
Personal competencies and qualities	<p>Motivation to work with children and young people</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p> <p>Energetic and enthusiastic with a pro-active approach, who brings new ideas to the team</p> <p>Attention to detail</p> <p>Ability to multi-task and prioritise</p> <p>Emotional resilience in working with challenging behaviours</p> <p>Ability to display warmth, care and sensitivity in dealing with children and young people</p> <p>Propensity to use one's initiative</p> <p>A positive attitude to use authority and maintaining discipline</p> <p>A willing team player who works productively</p>	<p>Willingness to be involved in the wider life of school</p> <p>Willingness to actively seek professional development opportunities</p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>