

August 2025

Dear Applicant,

Thank you for your interest in the post of **HR and Payroll Administrator**

The following documents will assist you in your application:

- College and Department information
- Job Description and Person Specification
- Benefits at Godalming College
- Support Staff Pay scale
- Term dates 2025-26

Godalming College is committed to equality of opportunity and to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Therefore, candidates must complete a full College application form and are required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. If you would like further details the College's Safer Recruitment, Data Protection and Safeguarding and Child Protection policies are all available on our website.

Completing and returning your application

Please complete the application form giving full details in each section as requested in order to demonstrate how you feel your skills and experience are suited to the role. This will enable the selection panel to assess each applicant's relative strengths in addressing the key responsibilities identified in the job description as well as against the criteria detailed in the person specification. Applications can be made via our online platform 'My New Term' the link to which can be found on the Godalming College website. www.godalming.ac.uk/Working_For_Us

The closing date for receipt of applications is **15th September 2025 at 9 a.m.**

Short-listing and interview arrangements

All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact HR if you would like to enquire about the progress of your application. **We plan to hold interviews at the College on 23rd September 2025 and will notify short-listed candidates as soon as we can after the closing date. Please confirm your availability on your application form.**

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,



Emma Young
Principal

Godalming College is one of the best performing sixth form colleges in the country and a great place to work and study. We are very proud of the achievements of all our students and have a strong track record of consistently high results. Value added scores are excellent and we are delighted that the College was again rated Outstanding by Ofsted in November 2024.

The College currently employs around 250 teaching and support staff on both a full and part time basis.

In our 2024 Staff survey, 97.6% of staff said they were proud to be a member of staff at the College and 95.2% of staff would recommend working at Godalming College. The following quotes from members of our current team describe why they think our College is a great place to work:

"The sense of community, common purpose, and kindness to each other. The willingness to help each other, support each other and look after each other. We are proud to be continually improving - which is a signature of Godalming College".

"Godalming College is a fantastic, welcoming and inclusive place to work. I deeply enjoy being at work, and I think senior leaders and managers do a very good job of being approachable and understanding".

The success of Godalming College has at its heart community, with students from all walks of life enjoying a whole range of opportunities in a welcoming, inclusive and friendly environment. We have high expectations for our students, and they enjoy a vibrant and stimulating learning and social experience; they are treated as adults by specialist and dedicated teaching and support staff.

We are very proud of our campus and facilities. We continue to invest in our facilities to ensure they remain of the highest quality for our students and staff. As well as its bespoke teaching blocks, the College has a Media suite, Science labs, Dance, Drama and Music studios, Netball and Tennis courts and an 11-acre site for Rugby and Football pitches, as well as onsite in-house catering provision. We are currently in the process of expanding our social space for students with an extension to the Student Hub due to be opened this April.

The College is within walking distance of Godalming town centre and the railway station, is easily accessible from the A3 and provides free car parking with EV charging stations for staff.

The College year runs for a period of twelve months from 1st September-31st August although the official start of the Autumn term varies. In 2025, the Autumn Term will begin on 26th August for all staff.

Full-time Support Staff working hours are 36.42 hours per week excluding a lunch break. Start and finish times will vary depending on the role or department and will be as agreed with your manager on commencement, however the main College hours are 8.45am to 4.15pm.

The College offers a minimum of 22 days holiday entitlement per year for full-time members of staff in addition to the closure period between Christmas and New Year and public/bank holidays. Part-time members of staff are entitled to a proportionate number of days. Those working term time only, 39 weeks of the year, are expected to take leave within the College holiday periods. The term dates are included in the Application pack for reference. Salary calculations are based on a formula which takes holiday entitlement into account.

Support Staff salaries are paid according to the Sixth Form College pay scale for Support Staff. The Academy Trust Board reviews salary scales against any nationally determined pay agreements on an annual basis, the changes being implemented from 1st September. Incremental progression is subject to satisfactory performance review. The current pay spine is included in this application pack as is an infographic of the additional benefits we offer.

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical clearance, right to work in the UK check and proof of necessary qualifications. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be asked to confirm this.

The HR Team

The HR Department currently consists of a Director of HR, HR Officer (Payroll Manager) and two HR Administrators.

The department is responsible for providing an efficient HR, Payroll and Pension administration service to the College giving effective HR support, advice and guidance. The team is very friendly and supportive with a collective sense of responsibility working to individual strengths and we are proud of the service we deliver.

We are looking for a new HR and Payroll Administrator to join our team. This is due to the overall growth in the College and an increase in staff numbers, additional payroll and pension activities that have recently been brought in house and the expansion of the team's responsibilities as we take on staff development. The additional resource will enable us to consolidate our success and look for further ways to improve the services and support that we provide to staff across the College.

The role of HR and Payroll Administrator

As a HR and Payroll Administrator in our team your primary role will be to support the HR Officer / Payroll Manager with all elements of processing the monthly payroll for 250 permanent and 85 casual staff. A methodical approach to tasks and an eye for detail are essential. Well-developed organisational skills and an ability to work to deadlines will also be important. The role will also involve collating data and producing reports so proficiency in Excel and experience in other Microsoft Office tools is required. This role may suit someone with a financial background looking to broaden their experience.

The ability to work with others will be key as you will need to build relationships both within the team, across the College, and with external service providers. Excellent communication skills, and an ability to produce clear emails and other written correspondence are essential.

The HR office is a busy environment and outside of your core Payroll duties you will be expected to assist the HR team in a range of administrative tasks and activities as well as answering day to day queries.

Experience of working in Education and /or payroll and pension administration are desirable but training and support from colleagues will be provided to help the successful candidate flourish in their new role.

Hours:

This is a permanent part time contract for 21 hours a week over 40 weeks of the year (term-time plus one week). The additional week will be required during the summer holiday to cover payroll and reporting deadlines. The working days are Monday, Tuesday and Thursday, ideally 8.30am to 4pm (with a half hour unpaid lunch break).

Salary:

The salary for this role is based on Scale 4 of the Godalming College Support Staff pay scale which is currently £27,979 - £30,591 per annum inclusive of fringe (September 2024 pay scale). The actual annual salary, based on 0.506 FTE (21 hours a week, 41 weeks TT +1) would be £14,165 - £15,488 per annum inclusive of fringe allowance.

JOB DESCRIPTION

Job Title: HR and Payroll Administrator

Line Manager: Director of HR

Summary of Job

To work closely with the Director of HR and HR Officer / Payroll Manager to assist in the accurate and timely processing of payroll, pensions and benefits. To support in the collation and reporting of data to internal and external parties.

To support the Director of HR and HR Officer/ Payroll Manager to provide an efficient HR Service to the College giving effective support, advice and guidance. To be responsible for a range of administrative tasks which ensure a professional and responsive HR service which meets the College's needs and supports the College in providing an excellent teaching and learning experience.

Responsibilities

- Be the first point of contact with any queries or requests, in person or email (via the HR department inbox), answering questions arising from HR / College policies and procedures.
- Assist with payroll processing including;
 - Collating and inputting additional hours forms
 - Collating and inputting absence records
 - Processing starters, leavers, and changes including HMRC forms and bank details
 - Collating and administering pension forms, such as opt out /ins and changes to pension deductions
 - Monitoring the Child Care Vouchers scheme and updating payroll with any changes
 - Monitoring the Cycle to Work scheme and updating payroll with any changes
- Assist with pensions administration including;
 - Checking the Teachers Pension portal for actions
 - Printing Teachers Pension member prints when required
 - Collating the data required for the LGPS returns
 - Monthly reconciliation checks of pension contributions
 - Reporting of monthly AVC payments
- Support with the production of reports such as absence, exit interviews and leavers and the provision of information for Trustees and external bodies such as the DfE and SFCA as required.
- Maintain the HR database to ensure that employee information is up to date including;
 - Creating new starter records
 - Updating staff details including contractual changes
 - Closing off records for leavers
- Maintain the integrity and security of staff records (both paper-based and electronic) in accordance with College guidelines and data protection legislation and manage leavers' paper-based file, and recruitment records, in line with the agreed retention strategy.
- Facilitate access to employee files and data for the Assistant Principal, Finance and Resources & auditors as required.

- Ensure staff absence is recorded and handled in the appropriate manner including;
 - Compiling and distributing the daily absence report and preparing Return to Work Meeting forms as necessary
 - Escalating any absence concerns, or trigger points to the HR Manager or Officer
 - Monitoring Discretionary Leave, issuing and chasing the return of completed forms

- Support Recruitment processes, including;
 - assisting with job descriptions and ensuring these are up to date
 - compiling applicant information packs
 - posting job adverts as agreed for each role
 - logging applications and responding to any enquiries from applicants
 - scheduling interviews and liaising with applicants
 - preparing shortlisting and interview packs
 - conducting online checks

- Administer pre-employment checks including references, DBS, right to work in the UK, medical checks and teacher registrations in line with College policy, recording appropriate details on the Staff Database and the Single Central Record.

- Prepare offers and contracts of employment and create new starter files.

- Support and co-ordinate the onboarding process for new starters including;
 - Arranging IT access
 - Assisting with induction arrangements including setting up Educare access and monitoring completion of mandatory modules
 - Monitoring probationary reviews to ensure that these are completed in a timely manner and recorded appropriately

- Monitor the completion of annual professional reviews.

- Maintain reference information such as terms and conditions of employment for Teachers and Support Staff Groups negotiated through the SFCA, model policies and employment briefings etc.

- Keep up to date with developments in employment law and HR best practice and be willing to undertake regular training and development relating to the role.

- Demonstrate an awareness and commitment to safeguarding, equality diversity and inclusion, health and safety and data protection, in line with College Policies.

- Carry out other tasks as reasonably requested by the Director of HR, Payroll Manager/HR Officer and Principal from time to time.

This job description may be varied according to the needs of the College from time to time.

Reviewed June 25
Review by Director of HR

PERSON SPECIFICATION FOR HR & PAYROLL ADMINISTRATOR

The successful candidate will have the following essential qualifications, experiences, skills and values.

Qualifications

- A good general standard of education including minimum of English and Maths at grade C/4 at GCSE/O Level

Essential Experience and Skills

- Ability to demonstrate a methodical approach to tasks, understanding the importance of working systematically and following procedures
- High attention to detail ensuring accuracy and consistency in data entry and payroll processing
- Comfortable working with numbers and proficient in Excel to support comprehensive reporting
- Experience of other Microsoft applications, Word, Powerpoint and Teams
- Experience of working to deadlines
- Excellent interpersonal and communication skills
- Good written and verbal communication skills
- Effective time management skills to juggle competing demands in a busy work environment
- Capacity to use initiative and to cope with the unexpected
- An affinity with 16-19-year-olds

Essential Personal Qualities

- Well organised and self-motivated
- Flexible and adaptable
- Be proactive and self-starting and able to manage their own time efficiently
- Friendly, approachable, compassionate in nature
- Empathy and willingness to help solve problems
- Understanding of Safeguarding and a commitment to create a safe environment
- Understanding of GDPR and importance of confidentiality
- Initiative and continuous desire to improve
- Willingness to engage in relevant training

Desirable

- Experience of working in an education setting
- Experience of Payroll and Pension or other financial administration

Last review date: June 2025
Review carried out by: Director of HR

Staff Benefits:

Health & Wellbeing



College Gym

The College has a high specification gym based in our sports centre, staffed by a certified Personal Trainer, which is available for staff use.



Free Flu jabs

Staff are invited to have a free yearly flu jab by a visiting Pharmacist organised by our onsite Health and Wellbeing Co-ordinator who is also able to support staff with health and wellbeing advice and support.



Employee Assistance Programme

The College provides an Employee Assistance Programme (EAP) to all staff which is available 24 hours a day, 365 days year. This offers in the moment support and counselling for home-life and work related issues as well financial and legal support, specialist information and signposting services.



Canteen

The College employs its own team of in house caterers who provide delicious and inexpensive hot and cold food across a number of outlets, including a Starbucks and a Costa with a weekly menu of favourites and staff pre-ordering service available.



Training and Development

The College invests heavily in staff training and development and has a designated Staff Development and Wellbeing Lead who supports induction, identifies and addresses staff training needs and is responsible for social activities across the College.

Financial



Pensions

Eligible employees will be automatically enrolled in the Teacher's Pension Scheme (Teachers only) or the Local Government Pension Scheme (Support Staff only) unless they choose to opt out. These are well funded schemes with generous Employer contributions. Full details can be found on the relevant websites.*



Car parking

There is free on site parking for staff.



Cycle to Work scheme

The College is partnered with Cyclescheme.co.uk and staff have the opportunity to purchase a tax-free bike including electric bikes with a generous £3,000 upper limit.

Term Dates 2025-26

Autumn Term	2025	Half Term	Bank/Public Holidays
Start Date	Tuesday 26 th August	Wednesday 22 nd October to Friday 31 st October	Monday 25 th August
End Date	Friday 19 th December		Thursday 25 th December Friday 26 th December
Spring Term	2026	Half Term	Bank/Public Holidays
Start Date	Monday 5 th January	Monday 16 th to Friday 20 th February	Thursday 1 st January
End Date	Friday 27 th March		Friday 3 rd April Monday 6 th April
Summer Term	2026	Half Term	Bank/Public Holidays
Start Date	Monday 13 th April	Monday 25 th May to Friday 29 th May	Monday 4 th May
End Date	Friday 10 th July		Monday 25 th May

2025/26 - Godalming College

Autumn Term	Tuesday 26 th August	-	Friday 19 th December	76 days
Spring Term	Monday 5 th January	-	Friday 27 th March	55 days
Summer Term	Monday 13 th April	-	Friday 10 th July	59 days
				190 days

Godalming College Support Staff Payscale September 2024

Additional Surrey Allowance on all points of £1289 per year

Scale 1	18	23181
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Scale 2	19	23340
	20	23807

Scale 3	21	24190
	22	24589
	23	25011
	24	25810
	25	26690

Scale 4	25	26690
	26	27560
	27	28432
	28	29302

Scale 5	29	30146
	30	30990
	31	31984
	32	32970

Scale 6	33	34067
	34	35192
	35	36317
	36	37438

Senior Officer	37	38459
	38	39480
	39	40503
	40	41523
	41	42546

Management 1	42	43569
	43	44590
	44	45715
	45	46840
	46	47960

Management 2	47	49084
	48	50314
	49	51437
	50	52658
	51	53886

Management 3	52	55111
	53	56338
	54	57569

Management 4	55	58824
	56	60107
	57	61422
	58	62766
	59	64137
	60	65540

Management 5	61	66972
	62	68436
	63	69932
	64	71460
	65	73024

Support Staff Salary Calculations

Salaries for term time only staff are calculated using a denominator of 1659 which is the nominal full time equivalent annual hours taking into account holiday entitlements.

Full time working hours are 36.42 per week.

To calculate pro-rata payments

Hours x weeks x annual salary divided by 1659

Example: point 20 = £23,807 + £1,289 = £25,096

36.42 hours per week x 39 weeks per year = 1420

1420 x £25,096 divided by 1659 = £21,480.60 pa = £1,790.05 gross per month paid for 12 months

Hourly rate calculation

Full time annual salary / 365 x 7 /

36.42