KENT COLLEGE

CANTERBURY

Payroll Advisor

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KEY APPOINTMENT DETAILS

Job title:	Payroll Advisor
Reporting to:	Head of HR
Employment status:	Permanent
Job location:	Kent College Senior School
Closing date:	26th June 2026
Start date:	As soon as possible

If a pool of suitable candidates becomes available before the closing date, Kent College reserves the right to interview and appoint without further notice



THE SCHOOL

Situated in Canterbury, just one hour from the centre of London by train, Kent College is a co-educational school with a Methodist foundation. Our Senior School (11 to 18 years) has some 600 pupils, with approximately one-third boarding and two-thirds day. We also have a thriving Junior School (3 to 11 years) with around 200 pupils in total.

Our school enjoys a high reputation for academic standards and across a broad curriculum including Sport, Music, Drama and Art. Academic provision includes A-Level and the IB Diploma for Sixth Form, and GCSE, IGCSE and pre-IB for Key Stage 4. It is ranked among the top 25 schools in the world for the IB and ranks as one of the highest in Kent for adding value to student academic outcomes.

Kent College is a happy and caring community in which the strengths of every individual are recognised and sensitively nurtured; pupils feel supported and encouraged to aim for high standards of achievement and conduct. The school was inspected by the Independent Schools Inspectorate in October 2022 and was found to be Excellent in all aspects. In our most recent ISI inspection (results not yet published) the parent questionnaires reaffirmed the strength of our work with 98% of parents saying their child is happy, and 97% believing their child makes good or excellent progress.

In August 2016, Kent College opened a school in Dubai, and in September 2022, the primary stages of Kent College West Cairo accepted its first students. Summer 2019 brought the opening of a state-of-the-art auditorium, The Great Hall, which seats 600. The Hall is used by the whole school for worship, as a versatile and practical space for our highly regarded Drama and Music departments, and forms the focus for a strong partnership with the Canterbury Festival.



OUR VISION FOR EDUCATION

Kent College is a values-led inclusive community, with a clearly articulated mission statement and a wisely circulated set of aims and values.

Please see these statements as much more than pious platitudes. At Kent College, we genuinely try to live by them.

Education that is focused upon the needs of each individual, developing inquiring and knowledgeable people who understand how to lead happy and fulfilling lives, as compassionate members of a global community, with the skills to play active roles in an inclusive and sustainable future.

OUR SCHOOL VALUES

OPENNESS
embrace equality, diversity and inclusion

RESPECT
value oneself, others, and the world around us

KINDNESS
be considerate and compassionate towards others

ACTING JUSTLY
work for good through service to others

RESILIENCE
build the courage to take risks and to forgive others

AMBITION
engage positively with all learning opportunities

CURIOSITY
inquire actively

HUMILITY
walk humbly



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THE ROLE

The Payroll Advisor will be responsible for the provision of expert payroll services including the submission of all monthly and end of year statutory returns to HMRC and pensions schemes.

Experience of the Teachers Pension Scheme (TPS) is desirable as you will be responsible for end to end maintenance of the scheme including monthly and end of year returns in addition to the annual audit. You will be responsible for ensuring compliance with pensions and payroll legislation and will ensure knowledge is kept up to date.

You will be a proactive self-starter with a keen eye for detail, with the ability to work in a high paced and busy academic environment.



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JOB DESCRIPTION

The following list is not exhaustive but serves as an indication of what the role encompasses.

Payroll Advisor Core Responsibilities:

- Maintenance and management of the payroll system
- Responsible for end-to-end monthly payroll
- Ability to manage standard payroll, alongside term time and term time plus arrangements
- Holiday pay calculations
- Responsible for completing monthly and annual ONS surveys
- Preparation and submission of annual Pl1Ds
- TPS annual audit - facilitate and liaise with the auditors directly
- Monthly payroll journals for import into the finance system
- Monthly payroll control account reconciliations
- TPS monthly submission and ongoing submission
- TPT (Support Staff Pension) monthly submission and ongoing submission
- DC (Teachers Pension) submission
- Benenden Health enrolment and management of starters and leavers
- Creation and distribution of annual salary increase letters
- Budget forecasting
- Real Living Wage increase implementation
- Preparation and submission of the Gender Pay Gap report
- Administration of the apprenticeship levy
- Liaison with all members of staff regarding pay

PERSON SPECIFICATION

Essential:

- A minimum of Level 3 CIPP qualified
- Experience of Payroll systems
- Ability to manage multiple pension schemes

Desirable:

- AAT qualified
- Experience in implementing a change in payroll system
- Experience in an independant school setting
- Line management experience



SAFEGUARDING DUTIES & RESPONSIBILITIES

The successful candidate will need to satisfy the conditions pertaining to a satisfactory DBS check before taking up their appointment. They will be required to complete a medical questionnaire and produce evidence of all qualifications cited on the application form.

Kent College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be expected to uphold this duty with regard to all children and young persons for whom they are responsible and with whom they come into contact. All members of staff are expected to abide by the safeguarding policies in place and undertake relevant training.

This role is a business function support role involving regular contact with children, but not typically accompanied by responsibility for them.

References will be taken prior to the interview, and one of these referees should usually be the applicants current or most recent employer.

Keeping Children Safe in Education asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

Applications must be made via Kent College's online application system. CVs or details sent directly to us cannot be considered.

EQUAL OPPORTUNITIES

Kent College staff and pupils are proud to be part of a welcoming international boarding community. We value diversity and promote equality at all levels, and are passionate about attracting a diverse pool of applications through an inclusive appointment process. Reasonable adjustments will be made at each stage of this process for any candidate with a disability. We warmly welcome applications from professionals of all backgrounds and ethnicities, and particularly encourage applicants who identify as black, asian or minority ethnic groups as these groups are currently underrepresented in our community.



THE PACKAGE

Hours: 32 hours per week over 5 days, full year

Salary: £28,853 - £32,947 per annum

Pension: Contributory Pension Scheme TPT (DC)*

Annual Leave: 25 days plus public holidays pro rata

Benefits:

We offer a range of great benefits at Kent College, including:

- Workplace Pension Scheme / Contributory Pension Scheme
- Generous training and mentoring package
- Private healthcare via Benenden Health*
- Free lunches in term-time plus hot drinks and snacks*
- Employee Assistance Programme
- A variety of discounts and benefit schemes including Cycle to Work, Home & Tech and Octopus Electric Vehicles

**Conditions apply*

We are a Living Wage Employer



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