Mill Hill
EDUCATION GROUP

Group Payroll Manager

Candidate Information Pack

Instilling values, inspiring minds

INTRODUCTION

Are you detail-oriented, with a passion for payroll and education? We are seeking a motivated and dedicated Group Payroll Manager to join the head office team at a prestigious trust of 13 schools. We are seeking a proactive Group Payroll Manager to join our Finance Team. The Group Payroll Manager is responsible for the accurate, compliant, and timely delivery of payroll services across the Group's 13 schools and associated foundation. The role ensures payroll operations are efficient, well-controlled, and aligned with regulatory requirements, while providing a high-quality service to staff and key stakeholders.

Closing date for applications: 9:00am on Tuesday 30 June 2026.

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Key facts about the role:

Salary

COMPETITIVE

Hours

40 HOURS PER WEEK 8AM-5PM

Contract Type

PERMANENT

Pension

SUPPORT STAFF PENSION

Holidays

25 DAYS

Reporting Manager

HEAD OF FINANCE

Other Useful Information

BASED AT WALKER HOUSE, NW7 1AQ (ONSITE 5 DAYS PER WEEK)

Mill Hill Education Group

A charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School in 1807. All our schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.

The Foundation has one Governing Body, the Court of Governors (the Court), who have overall responsibility for all Foundation schools. The collective role of the Court of Governors is to hold ultimate control of and responsibility for the management of the Foundation including: ensuring the Foundation acts in accordance with its Articles and charitable objects; educating, safeguarding and promoting the wellbeing of pupils; ensuring compliance with the Independent School Standards, the National Minimum Standards for boarding schools, and the Early Years Foundation Stage requirements, as well as operating in compliance with Charity and Company Law.

Each school is led by its own Head who has responsibility for the admission of pupils and for the quality of teaching and learning, supported by a central management team that are responsible for the day-to-day oversight of the schools. The Foundation is led by a Chief Executive Officer who is responsible to the Court of Governors for the good management of the Foundation Schools and for providing clear direction to the Foundation as a group of schools.











Job Description

PAYROLL OPERATIONS

- Deliver end-to-end payroll processing for all Group entities (currently 13 schools, 1 Foundation and 1 Enterprise), ensuring accuracy and timeliness
- Manage monthly payroll cycles, including starters, leavers, contractual changes, overtime and variable pay
- Working effectively with the HR team to maintain the payroll database
- Ensure correct application of pay scales, allowances, pensions, and statutory deductions
- Oversee reconciliation of payroll reports to the general ledger

COMPLIANCE & GOVERNANCE

- Ensure full compliance with HMRC requirements, including PAYE, NIC, RTI submissions, and year-end processes (P60s, P11Ds where applicable)
- Maintain compliance with pension auto-enrolment regulations, including TPS and LGPS where relevant
- Ensure timely reporting of the gender pay gap analysis
- Ensure adherence to employment legislation and payroll-related policies
- Maintain strong internal controls and audit trails across payroll processes
- Ensure compliance with financial policies, safeguarding guidelines, and relevant school regulations

PENSIONS & BENEFITS ADMINISTRATION

- Oversee administration of teaching and support staff pension schemes (e.g. Teachers' Pension Scheme and other defined contribution schemes
- Manage contributions, reconciliations, and reporting to pension providers
- Manage the group life assurance renewals and payroll administered benefits
- Liaise with pension bodies regarding queries, audits, and regulatory updates

SYSTEMS & PROCESS IMPROVEMENT

- Manage payroll systems, ensuring data integrity and optimal functionality
- Lead continuous improvement initiatives to streamline payroll processes and reporting
- Support system upgrades, integrations, or implementations as required

STAKEHOLDER MANAGEMENT

- Act as the primary payroll contact for school business managers, HR teams, and senior leadership
- Provide expert payroll advice and guidance across the Group
- Handle complex payroll queries and resolve escalated issues promptly

TEAM LEADERSHIP

- Manage and develop payroll team members, fostering a high-performance and service-oriented culture
- Allocate workloads and ensure adequate cover across payroll cycles

REPORTING

- Produce payroll reports for the Head of Finance, HR, and leadership teams
- Support budgeting and forecasting processes with payroll data
- To produce monthly and year end pay related analysis and preparation of balance sheet monthly reconciliations
- Produce variance analysis comparing actuals to prior month and budget
- Assist with audit requests and provide supporting documentation as required

Personal Specification

ESSENTIAL

- Proven experience managing payroll operations in a multi-entity environment
- Confidentiality: Handling sensitive employee information with discretion and confidentiality
- Strong understanding of UK payroll legislation, HMRC requirements, and pensions (TPS/other defined contribution scheme)
- Experience of payroll systems and HR integrations
- High level of accuracy and attention to detail
- Strong organisational and time management skills
- Ability to manage multiple payrolls and deadlines simultaneously
- Excellent interpersonal and communication skills

DESIRABLE

- Experience within the education or independent school sector
- CIPP qualification or equivalent
- Proficient in Microsoft Excel
- Experience managing or supervising payroll staff
- Experience in system implementation projects
- Familiarity with finance and payroll systems such as Itrent and Ifinance as well as payroll accounting



Why Join Us

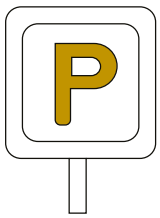
WHY WORK FOR THE MILL HILL EDUCATION GROUP?

- Join a growing collection of independent schools, based in London and surrounding areas
- Share the passion and commitment to develop every pupil. Our friendly and supportive community plays a crucial role in this process
- Work alongside hard working, inspirational and enthusiastic team members across all our schools

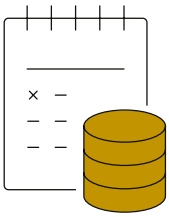
The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

ADDED BENEFITS

We not only offer inspirational learning environments for pupils but great places to work for our staff. In addition to working in our beautiful school settings, we also offer a range of benefits including:



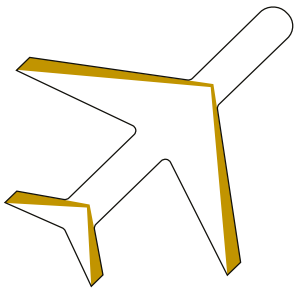
Free onsite parking



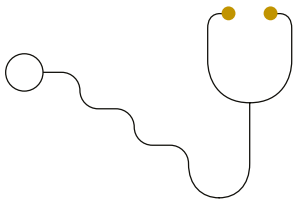
Pension schemes with Life Assurance



Opportunities for continued professional development



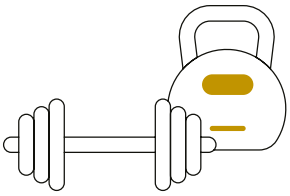
Enhanced holiday entitlement



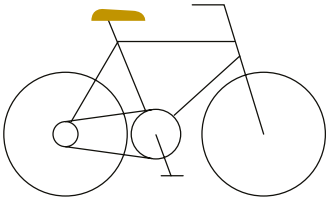
Optional and discounted private medical insurance



Lunch included



Discounted membership at our school gym and swimming pool sessions



Cycle to Work Scheme

How To Apply

1. If you would like to apply for this role, please complete an application using the Apply button below.

APPLY

2. Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **9.00am on Tuesday 30 June 2026.**

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

Mill Hill Education Group apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.

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Mill Hill
EDUCATION GROUP

The Mill Hill Education Group is the brand name for The Mill Hill School Foundation.
Registered in England: number 3404450
Registered office: Walker House, Millers Close, The Ridgeway, Mill Hill, London NW7 1AQ
Registered charity number: 1064758.