



CLAREMONT FAN COURT SCHOOL



JOB INFORMATION

PART TIME PAYROLL ADMINISTRATOR

Closing date: Wednesday 12 March 2025

Interviews will be held week commencing 17 March 2025



THE SCHOOL

Welcome to Claremont Fan Court School. We are a thriving, co-educational independent day school in Surrey for pupils aged 2½ to 18. Founded in 1922, we recently celebrated our 100th anniversary as an evolving, successful school.

We are proud of Claremont Fan Court School's strong reputation for being a compassionate, child centred, truly co-educational school of choice for families seeking an academically ambitious environment that educates the whole child.

Set in 100 acres of historic grounds, Claremont is known for focussing on the academic potential of our pupils, but not at the expense of their pastoral wellbeing; for a culture that nurtures pupils' limitless potential, not just in exams but also in equipping them with the skills to shape the world around them at university, in their careers and in the wider society beyond.

We prioritise, too, an understanding of character and the way in which our relationship with others are fundamental to our successes in life, university and careers.

Where else, within a school bus ride from south west London, can children from 2 ½ to 18 balance forest schools with further maths, lacrosse with the pursuit of a medical career, learning history in a building that made history or playing rugby while designing for a fashion show.

Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.



MISSION AND ETHOS

Mission

Our mission guides the ethos of the school and is a primary document for all who work at the school.

- To provide an environment where the God-given potential of every individual is recognised and valued. With this recognition comes the expectation of high personal achievement and moral standards and a developing awareness of our individual responsibility to each other and our world
- To maintain a broad and forward-looking curriculum in which pupils are encouraged to think independently to meet the demands of a rapidly changing world
- To encourage our pupils to awaken to all that is good and true within and around them in their spiritual journey of self- discovery
- To equip our pupils with a strong set of values for future decision making
- The following values are fundamental to everything we do: courtesy, respect, trust, moral integrity, self discipline, love for God and man
- The School embraces the whole Claremont family: pupils, parents, guardians, staff and governors in its mission, vision and ethos

Vision

In accordance with our mission, Claremont Fan Court develops individuals who are outstanding citizens, aware of their responsibility to others and contribute positively to global society.

We realise this by being a high-quality school of choice where young people achieve more than they think is possible.

Ethos

Goodness underpins this school. Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.

Young people leave Claremont Fan Court School as confident, contributing and caring members of the global community. They cherish the values that equip them to make a positive contribution and be a force for good in the world.



THE DEPARTMENT

Claremont Fan Court School (Claremont) has undergone significant transformation over the past five years, marked by strong pupil growth and increased staffing. The finance team plays a crucial role in managing the school's day-to-day business operations while supporting its strategic objectives and long-term vision.

Claremont fosters a professional, supportive, and friendly environment, valuing its staff and their contributions. The finance department is integral to the school's ongoing growth and development.

Following a review three new roles have been created within the finance department; finance assistant (purchases), finance assistant (billing) and a payroll administrator.

Working as part of the dedicated, collaborative finance team delivering exceptional, customer-focused service to the Claremont community, the payroll administrator will provide a comprehensive and effective professional payroll and pension service.



THE ROLE

In this new role the payroll administrator will work on all aspects of payroll, primarily ensuring compliance with relevant rules and legislation, maintaining employee records and assisting with payroll related enquiries. This role will be line managed by the head of finance. The payroll administrator will provide an efficient, friendly and helpful service to the school community, ensuring all tasks are dealt with in a timely manner.

Key responsibilities:

- Administer end-to-end payroll processing for all employees, including salary calculations, deductions, benefits, taxes, pensions and other adjustments.
- Prepare and submit accurate monthly payroll reports to the Head of Finance, including payroll summaries and deductions.
- Ensure accurate and timely payments, reports and returns to HMRC, including RTI submissions and annual year-end reporting.
- Manage the administration of the school's various pension schemes, including managing the monthly Teachers Pension MCR submissions, other pension submissions and preparing annual returns.
- Perform regular audits of payroll records to verify accuracy and resolve discrepancies in a timely manner.
- Ensure compliance with payroll regulations, and stay informed on updates to applicable tax, pension and other relevant legislative changes.
- Carry out monthly reconciliations of relevant control accounts.
- Oversee statutory and contractual family-friendly pay, including maternity, paternity, adoption, and shared parental leave entitlements.
- Act as the primary point of contact for payroll inquiries from employees, addressing questions related to salaries, deductions, and other payroll-related matters.
- Collaborate with the HR department to ensure that payroll adjustments are accurately reflected for new hires, terminations, promotions, and other changes.
- Assist Head of Finance with payroll modelling, pay benchmarking and pay gap reporting as required.
- Identify areas for improving payroll processes and recommend or implement solutions.
- Maintain up to date operating procedures for all areas of responsibility.



THE PERSON

The successful candidate is likely to have the following:

Qualifications:

- A good standard of education, especially in English and Maths at least to GCSE level
- A relevant payroll qualification would be advantageous

Skills, knowledge and experience:

- Previous experience of managing and administering a complex payroll is essential, ideally in the school sector with multiple terms and conditions
- A strong understanding of computerised payroll systems and principles (the school uses MHR iTrent)
- Experience of working within a busy team
- Strong organisation and time management skills with the ability to be proactive, resourceful, versatile and flexible
- Good accuracy and attention to detail
- Enthusiastic and self-motivated
- Able to use initiative with the ability to take ownership of tasks and see them finished on time and to a high standard with minimal

- guidance and supervision
- Strong team player with excellent interpersonal skills
- Excellent communication skills
- Excellent IT skills with good working knowledge of Excel
- Professional, friendly, polite and helpful approach
- Committed to promoting the safeguarding and wellbeing of children
- Exhibit tact, discretion and diplomacy and the ability to maintain the highest levels of confidentiality at all times, acting in line with GDPR
- High standards of personal and professional integrity
- Experience of working in a school environment is advantageous but not essential

Values based behaviours

- Able to demonstrate the behaviours associated with our ethos and values of respect, integrity and collaboration



WORKING AT CLAREMONT

Claremont Fan Court School is set in a beautiful location and is a warm and welcoming community. Professional standards are high, and we encourage ongoing training and personal development.

The school is located just outside Esher in Surrey and is easily accessible from the A3, M3 and M25 with ample free staff parking. The nearest train station is Claygate which is a 25-minute walk, with local bus services also available.

Esher and its neighbouring towns offer easy access to both central London and the stunning Surrey countryside, offering a feeling of space whilst being only a stone's throw from London and all the facilities a capital city has to offer.

The local area has a mix of leisure activities available. Both the historic palace at Hampton Court and the beautiful gardens at RHS Wisley are nearby, as well as Sandown Racecourse. There are many arts venues (theatres, cinemas, live music) and sports clubs in the surrounding area and for cyclists there is access to some of the finest roads.

Benefits include group personal pension plan - the school makes a generous contribution with a 3% employee contribution 5 x salary life assurance, cycle to work scheme as well as complimentary lunches and refreshments during term time.

Terms and conditions

Hours:

Part-time role, 18.75 hours a week which can be worked flexibly between the working hours of 8am to 6pm, Monday to Friday, throughout the year. This could be worked over three, four or five days and equates to a 0.5 FTE.

Salary:

Circa £30,000 – £35,000 p.a. (FTE) dependent on skills and experience. Actual salary £15,000 - £17,500 per annum.

Holiday:

25 days per year plus bank holidays, pro-rata to 12.5 days



HOW TO APPLY

Please ensure you read the job information pack carefully, as well as the school's Recruitment, Disclosures and Selection Policy, Safeguarding Policy and Applicant Privacy Policy on our website.

Interested applicants should complete an application form, which can be found on our [website](#). The application form is available in a Microsoft Word read/write format. You should provide a covering letter in support of your application addressed to the head of finance, Rebecca Finnamore.

Please note: applications should be submitted by email to jobs@claremont.surrey.sch.uk.

Documents must either be in Microsoft Word or pdf format as we are not able to accept any other type of file.

Closing date: Wednesday 12 March 2025

Interviews will be held week commencing 17 March 2025

References may be taken up at any stage during the recruitment process.

All applications will be acknowledged by email within one working day of receipt. Please contact Human Resources on 01372 473720 should you have any questions or if you have not received an acknowledgement.

Claremont Fan Court School and its staff are committed to safeguarding the welfare of children. Successful applicants will be required to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is an offence for any person barred from working with children to apply for this post.



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www.claremontfancourt.co.uk | jobs@claremont.surrey.sch.uk
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