



SHERBORNE SCHOOLS GROUP

In July 2024, the two charitable trusts that own Sherborne Boys, Sherborne Girls, Sherborne Prep and Hanford, formally merged into one charity called the Sherborne Schools Group – a unique and exciting educational opportunity in the UK for girls and boys aged 3-19.

This merged Group includes Sherborne Schools Worldwide, a joint venture set up by Sherborne Boys and Sherborne Girls in 2017 to establish Sherborne-branded schools around the world.

Already enjoying established and wide-ranging links, many families choose Sherborne Prep or Hanford for their children before they progress onto Sherborne Boys or Sherborne Girls. However, both junior schools continue to prepare pupils for entry and scholarship to a wide range of senior schools.

For many years, Sherborne Boys and Sherborne Girls have benefitted from a close relationship, underpinned by shared values, a Christian foundation and a commitment to full boarding. The senior schools' unique collaboration, known as 'Separate Yet Together,' is distinctive and offers pupils all the advantages of a single-sex education alongside the benefits of co-education.

Job Description for Payroll Assistant

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the Role:	To support with the administration and processing of the payroll for the Sherborne Schools Group.
Responsible to:	Assistant Director of Finance (though will take instruction from the Payroll Administrator)
Main Duties and Responsibilities:	<ul style="list-style-type: none">• Processing employees' remuneration (circa 1,000 employees on a monthly payroll). This includes processing salaries for teachers and support staff, as well as for additional temporary staff;• Ensuring that PAYE, NI, pensions and other charges are correctly deducted to be remitted to the appropriate agencies;• Reconciling and managing all payroll related control accounts in the nominal ledger, including posting transfers and journals and preparing any reports required;• Filing P45s and Starter Check Lists online and downloading tax code changes from the HMRC website, implementing changes as appropriate;• Assisting with completion of all pay related returns, including monthly RTI submissions, pension scheme returns, as well as preparing the HMRC end of year submission and the P60s for all staff;

	<ul style="list-style-type: none"> • Assisting with preparation of end of year summaries for the Teachers' Pension Scheme audit; • Supporting with all payroll related queries and liaising directly with employees regarding these queries, including correspondence where appropriate; • Responsibility for keeping accurate records and details, particularly regarding sickness absence; • Filing of payroll information as appropriate, working with HR in respect of absence management; • Ensuring that payroll information is accurate and up to date; • Generating accurate and up to date reports for the Assistant Director of Finance and Director of HR (taking instruction from the Payroll Administrator) as required, some on a regular basis; • Providing support for the Chief Operating Officer, Assistant Director of Finance and Director of HR (taking instruction from the Payroll Administrator) in payroll and finance related matters where required; • Assisting with completion of Payroll National Statistics returns; • Liaising with HMRC in respect of Apprenticeship Levy; • Providing assistance to the Payroll Administrator in the preparatory work connected with completion of forms P11D. <p><i>Duties - this is not intended to be a comprehensive list of the tasks that will be covered, and other tasks will be undertaken at the direction of the Assistant Director of Finance.</i></p>
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Person Specification		
	Essential	Desirable
Qualifications and Experience	<p>Previous experience of administering a payroll.</p> <p>Previous experience of using payroll software/accounting systems.</p> <p>Up to date payroll knowledge (including PAYE, NI, SMP, SSP, SPP, SAP and recent legislation)</p>	<p>Experience of using PASS payroll software.</p>
Skills and Abilities	<p>Working knowledge of Microsoft packages, especially Excel.</p> <p>Excellent written and verbal communication skills.</p> <p>Excellent numerical skills, accuracy and attention to detail</p>	

	Excellent organisational skills.	
Personal Attributes	<p>The ability to work under pressure and to tight deadlines.</p> <p>Excellent interpersonal skills and the ability to work as part of a team as well as individually.</p> <p>Confidentiality and discretion.</p>	

Additional Information

Hours of work: 37.5 hours a week.

Location: Sherborne Boys. However, you may be required to work around the Groups sites on occasion.

Salary: £26,344.50 per annum.

Pre-employment checks and Probation:

The successful applicants' appointment will be subject to successful completion of a 6 month probationary period and full pre-employment checks. Sherborne Schools Group will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2024. The check will help the us to ensure safe and robust checks on the suitability of individuals to work within our School. *To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointment panel will conduct the search and will only share information if and when findings are of concern.* A panel may explore any concerns passed to them as part of our due diligence process.

Benefits:

- Membership of an appropriate pensions scheme
- Reduced membership at Sherborne Sports Centre
- Free onsite parking
- Free lunches provided during term time
- 5 weeks holiday per annum plus Bank Holidays

Application Process:

- The closing date for applications: 9am, Tuesday 22nd April 2025
- Interviews will take place in the week commencing: 28th April 2025. However, we will be sifting applications as we receive them and reserve the right to interview and appoint prior to the dates specified.