

**KENT COLLEGE**  
CANTERBURY

# Apprentice Payroll Administrator



February 2024

[www.kentcollege.co.uk](http://www.kentcollege.co.uk)

## APPOINTMENT DETAILS

<b>Job Title:</b>	Apprentice Payroll Administrator
<b>Reporting to:</b>	Payroll Manager
<b>Employment Status:</b>	Full Time / Fixed Term
<b>Job Location:</b>	Kent College Senior School
<b>Closing Date:</b>	22nd March 2024
<b>Start Date:</b>	May 2024

*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

Kent College is a co-educational school with a Methodist foundation. The school is located in Canterbury, just one hour from the centre of London by train. The Senior School (11 – 18 years) has some 600 boys and girls, approximately one-third boarding and two-thirds day. There is also a thriving Junior School with c200 pupils in total. The school enjoys a high reputation for academic standards and many other activities including Sport, Music, Drama and Art. Academic provision includes A level as well as the IB Diploma for Sixth Form and GCSE, IGCSE and pre IB for Key Stage 4. Results place Kent College among the best UK Schools.

Kent College is a happy, caring and successful school in which pupils feel supported and encouraged to aim for high standards of achievement and conduct. The school was inspected by the Independent School Inspectorate in October 2022 and was found to be excellent and compliant in all aspects.

In August 2016 Kent College opened a 3-18 school in Dubai, and in September 2022 the primary stages of Kent College West Cairo accepted its first students.

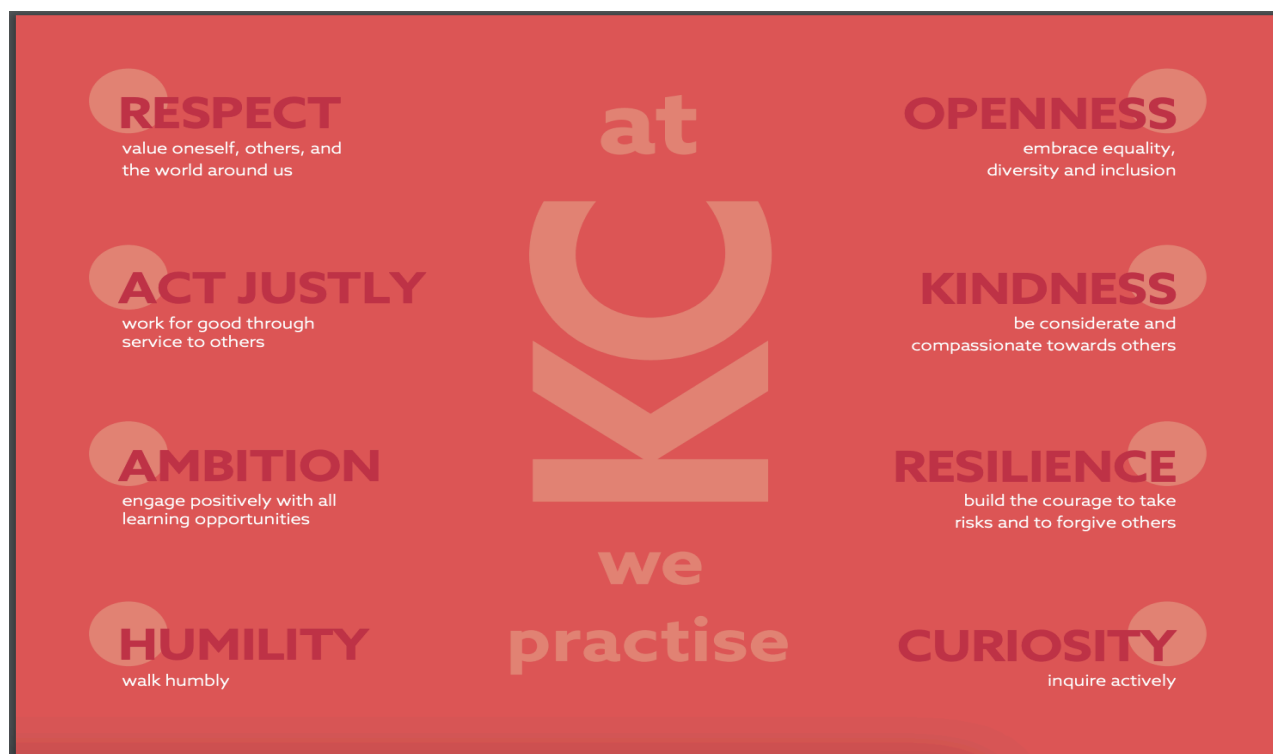
Summer 2019 brought the opening of a state-of-the-art 600 seater auditorium, The Great Hall. The hall is used by the whole school for worship and as a versatile

and practical space for the college's highly regarded drama and music departments as well as for being available for use by the local community.

Kent College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

## OUR SCHOOL VALUES

Our values are very important to us at KC, please see them below.



## THE ROLE

An exciting opportunity has arisen for an apprentice to join our Finance Team here at KC. The successful candidate will work closely with our Payroll Manager, supporting with tasks to ensure the smooth running of the payroll each month. This role is vital to the team and to rewarding our employees.

Alongside their role, the apprentice will work towards a Level 3 Payroll Administrator qualification with Smart Training, and will gain CIPP Affiliate Level membership. This role is perfect for someone looking to start their career in Payroll.

The position is full time, full year on a fixed-term contract for the length of the apprenticeship.

## **JOB DESCRIPTION**

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

The Apprentice Payroll Administrator will:

- Support the Payroll Manager with the preparation and processing of payroll-related information to ensure employees are paid accurately and on time.
- Effectively and efficiently manage payroll queries via calls, emails and in person.
- Understanding how to perform manual calculations.
- Production of annual remuneration Statements.
- Assist with the administration of Pension Providers.
- P11D calculations and production and issuing of annual P11Ds letters in preparation for submission to HMRC (HM Revenue & Customs).
- Tasks will initially involve using WCBS Pass Payroll software to undertake processes, such as new starters, leavers, and contract changes.
- To assist the Payroll Manager with the implementation of new Payroll software.
- Support the wider Finance Team with any other tasks, as appropriate.

## **SAFEGUARDING DUTIES & RESPONSIBILITIES**

The successful candidate will need to satisfy the conditions appertaining to a satisfactory Disclosure and Barring Service (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 who they are responsible and with whom they come into contact. All members of staff are expected to share this commitment and abide by the safeguarding policies in place and undertaking relevant training to ensure they remain up to date with Safeguarding policies and best practice.

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

For the avoidance of doubt, the duties and responsibilities contained within this job description indicate only the main responsibilities of the post and may change from time to time according to the requirements of the role. It is not intended as an exhaustive list, or to have contractual effect.

References will be taken prior to the interview. One of the referees should normally be the applicant's current or most recent employer.

Please note that Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

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 we are passionate about attracting a diverse pool of applications through an inclusive appointment's 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, communities, including ethnicity, gender, transgender, age, disability, sexual orientation, or religion, and particularly encourage applicants who identify as Black, Asian, or Minority Ethnic groups as these groups are currently underrepresented in our community.

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

## **PERSON SPECIFICATION**

About the successful candidate:

- Excellent communication and interpersonal skills, showing empathy and being mindful of others.
- Ability to pay high attention to detail and work to tight deadlines.
- Ability to maintain strict confidentiality and discretion when dealing with sensitive personal information.
- Proficiency in Excel (can maintain complex spreadsheets, and MS Office skills (training and support will be given).
- Be creative with the willingness to learn new skills and to think of new ways of working.
- Ability to maintain a high level of professionalism, both in working manner and in appearance.
- Have a good level of English and Maths, GCSE Grade 4 or equivalent desirable.
- Have a real desire/interest to work in Payroll.

## THE PACKAGE

**Hours:** 40 hrs per week, Monday to Friday, full year

**Salary:** £13,312 per annum (from April 2024)

**Pension:** Contributory Pension Scheme TPT (DC)\*

**Annual Leave:** 20 days plus public holidays

### **Benefits:**

- Generous training and mentoring package
- Techscheme and EV scheme
- Benenden health care
- Free lunch in term-time\*
- Tuition fee remission\*
- Free car parking

*\*Conditions apply*