

Payroll Manager

£31,346 - £35,745 - NJC Scale PO1 / PO2 (up to PO2 for experienced candidate)

Full time, 37 hours a week, permanent – immediate start available

We are looking to appoint an experienced and highly skilled Payroll Manager to provide an efficient payroll service for our Trust of 11 schools. This exciting role would suit a motivated payroll professional who wants to join us to continue on our journey to expand our Trust and support us with our established and successful in-house payroll provision. Experience of using PS People would be advantageous but is not essential.

The successful candidate will be able to complete end-to-end payroll processing for approximately 495 teaching and support staff across the Trust. You will be able to demonstrate experience of complex topics such as pensions and scheme administration, taxation and national insurance along with a clear understanding of payroll rules and regulations.

We are looking for a candidate with excellent numerical and analytical skills who can use IT at a high level. Exceptional attention to detail is key and you will be able manage your own time effectively. You will be able to communicate effectively at all levels with highly developed written and verbal skills. Experience of managing a team would be advantageous.

You will join a friendly team of people within the growing shared services team based on the premises of St. Mary's Catholic Voluntary Academy, Menston. This is the perfect opportunity for an enthusiastic candidate looking for a new challenge, who is willing to develop the role further to provide an unparalleled level of service that we have always strived to provide.

We are committed to developing the most efficient and effective services to our schools as possible. The Trust is likely to expand in the autumn term with the addition of another high school, and we have the ambition to grow in size to a staff number of approximately 700 whilst continuing to provide a world class Catholic education for our students.

If you would like the opportunity to meet us, please contact HR Officer, Gemma Huscroft at g.huscroft@bwcat.org to arrange this.

Further details and a CES application form are available via the Trust website www.bishopwheelercatholicacademytrust.org/vacancies/. Please email your completed application to recruitment@bwcat.org addressed to the Head of HR, Amanda Whelan.

Closing date for applications: Monday 3 May 2021 – 12.00 noon



It is anticipated that interviews will take place the following week.

The Bishop Wheeler Catholic Academy Trust is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.

