

# JOB DESCRIPTION

**Post**: **Human Resources (HR) & Payroll Administrator** **Date of Issue**: July 2019

Wellingborough School is an independent day school founded in 1595, a school with a long and distinguished history and strong roots in the local community. One of the original school buildings can still be seen in the town centre. The School moved to the current site in 1881, growing in size and reputation. It became fully co-educational in 1979 and converted to a day school in 1999. The Prep School celebrated its centenary in 2013 and the Pre-Prep was added in 1990. Today, the Pre-Prep (ages 4 – 8), Prep (8 – 13) and Senior (13 – 18) sections create a genuine family of schools, educating around 850 pupils from across Northamptonshire, Buckinghamshire, Bedfordshire, Leicestershire and Cambridgeshire, surrounded by forty acres of superb playing fields.

The Bursar has responsibility to the Governors for the general administrative and financial management of the School including overall responsibility for all support services staff.

**Contract: 1 year fixed term, Term Time plus 6 additional weeks (42 weeks per year)**

**Hours of work:** Monday to Friday, 9.00am – 5.00pm (with 30 minute unpaid lunch break); 37.5 hours per week.

**Salary:** £16,267.87 to £18,065.62 – inclusive of holiday pay (FTE £18,000 to £20,000)

**Principal Duties**:

**Payroll & Pensions**

Assist Payroll & Pensions Officer in:

* Processing payroll, produce payslips and prepare any necessary payment instructions such as income tax, national insurance, pensions contributions and attachment of Earnings payments for authorisation by the HR Manager.
* Preparation of any payroll related annual returns to HMRC, Teachers’ Pensions and any other relevant body as required from time to time.
* Production and distribute annual statements of income (P60), P45.
* Preparation of annual letters to staff regarding salary changes and pension letters.
* Carry out Payroll administration duties such as filing and any other projects as required by the HR Manager or Bursar.
* Update school auto-enrolment pension provider website as required. Carry out monthly assessment of workers.
* Support the Payroll & Pensions Officer with maintenance of payroll records for all staff.

**Recruitment**

Support and assist the process of recruitment of new staff by assisting the HR Manager and HR Co-ordinator in all matters, including the preparation of documentation such as but not limited to:

* Job Descriptions, Person Specifications, Job Adverts, covering letters, selection questionnaires, interview schedules, contracts, offer letters, reference requests, rejection letters,
* Review the recruitment email inbox and assist the HR Co-ordinator when necessary.
* To support interview process where needed, conducting site tours and facilitating in tray exercises.
* On appointment of new staff arrange for the appropriate documentation to be obtained and ensure that all relevant pre-employment checks are completed in accordance with the necessary statutory requirements.
* Assist with the DBS Disclosure process to ensure completed in timely manner prior to commencement of employment; liaising with new starters regarding documentation.
* To work in accordance with Keeping Children Safe in Education and Data Protection Act guidelines.

**New starters and leavers**

* Produce staff ID badges; both new and replacement
* Co-ordinate the information and maintenance of Single Central Register.
* Co-ordinate the Induction Process for new staff to ensure school policies and procedures are effectively communicated.
* Monitor and maintain records of employees’ probationary periods, liaising with line managers to ensure that all probationary reviews are completed on time and any performance issues are addressed at an early stage.
* To be responsible for maintenance of up-to-date accurate personnel records in accordance with statutory requirements
* To co-ordinate exit interviews with staff leaving school. Where appropriate to conduct interviews, or refer to HR Manager as required.

**Absence Management**

* To ensure new starters are aware of school absence and leave policies as part of their induction process.
* To manage, record and maintain records of staff absence, updating School’s systems as required.
* To liaise with Payroll Officer with regard to payroll adjustments on monthly basis.
* To provide information and practical guidance to line management in management of staff absence and leave, to ensure school policies adhered to.
* To support and attend return to work interviews, where instructed by HR Manager.
* To report to HR Manager any absences where employee has reached school trigger points.

**Appraisals process**

* Assist the HR Manager with scheduling annual appraisal process, managing all appraisal information and documentation, supporting line management with process as required.
* Assist with the organisation of training requests following the appraisals

**Administration**

* Maintain staff data for inclusion in School Calendars, Telephone lists.
* Complete details of staff movements in the Annual Census’ and similar people related data surveys (D of E, ISC, and any others from time to time).
* Produce any staff contact lists/data, required from time to time, from the HR database.
* All filing associated with HR related matters
* Maintain staff records in the School’s database systems.
* Manage stationery requirements

**Miscellaneous**

* Carry out any reasonable duties requested by the HR Manager or Bursar and within your capabilities to undertake.
* Work collaboratively with other members of the School to achieve the objectives of the School.

**Flexibility**

* At times of peak work flow, it may be necessary to work beyond your normal hours in order to meet deadlines. Where this is necessary, then time off in lieu will be available to compensate and the timings of this should be agreed with the HR Manager in advance.

**Child Protection and Safeguarding**

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons with whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the Designated Safe Guarding Lead or to the Headmaster.

**Additional Information:**

From September 2020 Wellingborough School will restructure into a Senior School, from Year 7 – 13, with our own Prep School taking pupils up to Year 6.  The reorganisation will take place on the existing site using the same buildings with the same Senior Leadership team, and the ethos and aims of the School will remain the same. This change is primarily so that the School is able to ensure that outcomes for pupils remain as good as they can be, within an educational landscape that has undergone many changes in the past few years.

**Applications:**

The application form should be returned together with a covering letter in which the applicant should explain what he/she can offer to the post. Applications by e-mail are welcome.Please send them for the attention of Mrs Karen Harrison, HR Manager, to [recruitment@wellingboroughschool.org](mailto:recruitment@wellingboroughschool.org) by **midday 31st July 2019**. Informal enquiries, please contact Lulu Corrigan, HR Co-ordinator via email; [luc@wellingboroughschool.org](mailto:luc@wellingboroughschool.org) or on 01933 233453.

Interviews will take place on **Monday 5th August 2019.**