



# SHERBORNE SCHOOLS GROUP

Sherborne Schools Group (SSG) is a dynamic family of schools offering an exceptional education for girls and boys aged 3–19, across both day and boarding provision. Formed in 2024 through the merger of Sherborne Girls and Sherborne Boys, the Group now comprises Sherborne Girls, Sherborne Boys, Sherborne Prep, Hanford Prep, Sherborne International, and a number of trading companies. Together, these schools provide a rich and cohesive educational journey within the beautiful town of Sherborne and surrounding Dorset countryside.

Each school retains its distinctive identity, traditions, and community spirit, while also benefiting from the opportunities and resources of being part of a larger group. Today, SSG educates 1,280 pupils in the UK, supported by a dedicated team of staff. Our international reach continues to expand through Sherborne Schools Worldwide, with six schools established across Qatar and Jeddah, and a new school opening in Riyadh in 2026.

At the heart of SSG lies *The Sherborne Difference*: our commitment to transformative education that blends academic excellence with character development, wellbeing, and innovation. Through this, we prepare our pupils not only to succeed, but to lead, inspire, and make a positive impact in an ever-changing world.

**Sherborne Boys** is a full-boarding and day school for boys aged 13–18. Combining over 500 years of heritage with modern excellence, the school cultivates confident and compassionate young men. Pupils follow a broad curriculum including GCSEs, A Levels, and BTECs, supported by an extensive co-curricular programme.

**Sherborne Girls** is a full-boarding and day school for girls aged 11–18. It offers an empowering education that nurtures ambition, self-belief, and a strong sense of individuality. The curriculum spans GCSEs, A Levels, and BTECs, complemented by wide-ranging opportunities for personal growth, creativity, and co-curricular engagement.

**Sherborne Prep** is a co-educational day and boarding school for children aged 3–13. The school provides a warm and nurturing environment where curiosity, confidence, and foundational skills are developed for life, ensuring pupils are well prepared for the next stage of their education.

**Hanford Prep** is a day and boarding school for girls aged 7–13, set in the Dorset countryside. It offers a rural haven where girls can explore, grow, and build resilience in a joyful, character-rich setting, while achieving impressive results both in and beyond the classroom.

**Sherborne International** is a co-educational short-term boarding school for pupils aged 8–17. It specialises in English language teaching, subject support, revision, and preparation for UK schools, providing an engaging and supportive environment where pupils can quickly develop confidence and academic skills.

## **JOB DESCRIPTION**

### **Sherborne Schools Group Recruitment and Selection Policy Statement**

Sherborne Schools Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.

## **PAYROLL MANAGER**

### ***Principal Role***

Sherborne Schools Group is seeking an organised and data-oriented Payroll Manager who will be responsible for all aspects of the payroll function across the Group. While their primary place of work will be the Sherborne Boys, the postholder will also be expected to contribute to and support initiatives across the wider Sherborne Schools Group. They will regularly be required to work at other schools or sites within the Group to meet the needs of the business. This role provides an exciting opportunity to play a central part in both the success of the individual school and the continued development of the Group as a whole.

**Primary Location:** Sherborne Schools Group

You may be required to work at other schools or sites within the Group to meet the needs of the business.

**Reporting to:** Group Finance Director

**Hours of Work:** 37.5 hours per week.

Hours of work are likely to be 0830 – 1700 Monday to Friday with a one-hour unpaid lunch break each day. Flexibility in hours will be required on occasion to meet the demands of the post.

### ***Core Responsibilities***

- Lead on preparing and executing the payrolls of the Group, including determining amounts owed / owing to employees such as overtime, holiday pay accruals, starters/leavers, seasonal/casual workers.
- Manage administration related to payroll including:
  - HMRC (e.g. RTI submissions, P60s, P11ds, annual rollover),
  - Government (e.g. gender pay gap, ONS reports, Apprenticeship Levy),
  - Pension scheme (e.g. TPS, legacy defined benefit scheme, various defined contribution schemes, auto-enrolment), and
  - Benchmarking and sector requests.
- Ensure appropriate and effective controls are operating, including the maintenance of payroll control accounts.
- Be the subject matter expert for payroll and provide technical advice/training to colleagues as required.
- Respond to queries from employees and other stakeholders on a timely basis.
- Prepare timely management information for the Group's leadership, including monthly reporting and forecasting/budgeting cycles.
- Administer employee expenses in line with Group policy, where required.

- Be the Payroll Team leader, including day-to-day management of colleagues within the function.
- Some processing support is likely to be required to cover busy periods and team absences.

***Other responsibilities***

- Undertake any other reasonable duties as required by the Group Finance Director, including providing support across Sherborne Schools Group schools as necessary.
- Contribute to the wider life of the Group, including events, initiatives, or projects that enhance collaboration between schools.
- Be flexible in place of work, and undertake duties at other Group schools or sites where required, in order to meet operational or strategic needs.
- Promote and uphold the values and ethos of Sherborne Schools Group in all professional activities, ensuring consistency across the community.

**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 Group Finance Director.**

**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience managing payroll in a UK organisation of comparable size and complexity</li> <li>• Demonstrable up-to-date knowledge of UK payroll legislation, including PAYE, NIC, statutory payments, and pensions</li> <li>• CIPP qualification (e.g. CIPP Payroll Management or Diploma in Payroll Management) or equivalent professional certification</li> <li>• Evidence of continuing professional development (CPD)</li> <li>• Experience working with HMRC systems, including RTI submissions</li> </ul>	<ul style="list-style-type: none"> <li>• Degree or professional qualification in HR, Finance, Accounting, or a related discipline</li> <li>• Experience within the education sector</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Strong technical expertise in end-to-end UK payroll processing, including monthly and weekly payrolls</li> <li>• Ability to interpret and apply complex payroll legislation accurately</li> <li>• Proficient in payroll software</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of WCBS PASS payroll system</li> </ul>

	<p>and HR/payroll systems, with strong Excel and data analysis skills</p> <ul style="list-style-type: none"> <li>• Excellent people management skills, including coaching, performance management, and team development</li> <li>• High level of numerical accuracy and attention to detail</li> <li>• Ability to manage multiple deadlines and priorities in a fast-paced environment</li> <li>• Strong communication skills, with the ability to explain payroll matters clearly to stakeholders</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Highly organised and methodical, with a proactive and solution-focused approach</li> <li>• Trustworthy and discreet, with the ability to handle sensitive and confidential information</li> <li>• Resilient and calm under pressure, particularly during peak payroll periods</li> <li>• Collaborative and approachable, with the confidence to challenge constructively where required</li> <li>• Strong sense of accountability and ownership for payroll accuracy and compliance</li> <li>• Commitment to continuous improvement and best practice</li> <li>• Professional, adaptable, and responsive to organisational change</li> </ul>	

**Training Requirement for the Payroll Manager – this list is not exhaustive, and the post holder may be required to undertake other training as required by the School.**

Training	To be completed by	Frequency of training
Safeguarding (Child Protection) and Prevent Training	Within the first week of employment	As required

Induction training with Line Manager	Within the first week of employment	
GDPR	Within the first week of employment	As required
Display Screen Equipment (DSE) User	Within the first week of employment	As required
Fire Awareness	Within the first week of employment	As required
Manual Handling	Within the first week of employment	As required

**Salary:** Competitive, depending on skills and experience. This is an all-year-round role. Salary will be paid monthly in arrears direct into your nominated bank account.

**Holidays:** 5 weeks holiday per year + Bank Holidays. Attendance will be required on Bank Holidays that fall during term time, for which time off in lieu will be given. Holiday only to be taken following prior authorisation from the Group Finance Director taking into account busy periods.

**Pension:** The postholder will be able to join the Schools Pension Scheme. Where eligible the postholder will be auto-enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Director of Human Resources (Bursary).

**Probationary Period:** In accordance with School policy, all appointments are subject to a six-month probationary period.

**Medical Self Declaration:** The offer of appointment at Sherborne Schools Group will be conditional upon the provision of a self-declaration of your physical and mental fitness to discharge the responsibilities of the role.

**DBS Disclosure (Police Check)/ References:** As Sherborne Schools Group is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.

**Postholder's Responsibility:** You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Child Protection Policy Statement. If you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officers).

## **Benefits**

- Generous School Sick Pay scheme
- Reduced membership a designated Sports Centre
- Membership of the School library
- Free onsite parking (subject to availability)
- Lunchtime meal, during School term time for staff working a full day
- Employee Assistance Programme offering free counselling / legal / medical support

We are proud to offer a thoughtful package of employee benefits designed to support your wellbeing, both in and out of work. While we aim to maintain these benefits, they are not contractual and may be reviewed and updated from time to time to reflect the evolving needs of our people and our Group.

### ***Method of Application:***

To apply via TES, please submit the online application form, available via the ‘Quick Apply’ button, by the closing date.

In the event of any queries please contact: **Miss Emily Old, Recruitment Manager**  
**Human Resources**  
**Sherborne School**  
**Tel: 01935 810502**  
**Email: [hr@sherborne.org](mailto:hr@sherborne.org)**

*Early applications are strongly encouraged as we would like to secure the right appointment as soon as possible. Sherborne Schools Group reserves the right to interview candidates as applications are received.*

**Closing date for applications:** **9.30am – Monday 26 January 2026**

**Interviews likely to take place:** **Monday 2 February 2026**

**PLEASE INDICATE ON YOUR APPLICATION IF YOU ARE  
UNABLE TO ATTEND INTERVIEW DURING THIS TIME**

**Anticipated start date:** **ASAP**