**Job Description**

**Payroll and Compliance Administrator**

**Contract Type**: Full Time (52 weeks)

**Annual Leave**: 25 days – to be taken outside of term time

**Reports to**: Principal

**Staff Supervised**: None

**Salary**: £30,000 - 35,000pa dependent on experience

 Meals are provided during term time

**Hours per week**: 42.5 hours (8.30am – 5.00pm, with a break for lunch)

Hall School Wimbledon is a co-educational independent school comprising a Junior School (4-11 years) in Stroud Crescent, Putney Vale, and a Senior School (11-16 years) on The Downs in Wimbledon.

The postholder would primarily be based at the Junior School but would need to travel between the two sites as required.

**Accountabilities**

The postholder will be accountable to the School Accountant and Personnel Officer. The Principal has overall responsibility for support staff throughout the school.

**Areas of Responsibility**

***Payroll***

* To collate, calculate, prepare and check monthly payroll for processing by a payroll bureau ensuring that payment is made to staff by the last working day of the month.
* To ensure payroll is correctly analysed and posted on to the school’s financial accounting system from the reports supplied by the bureau.
* To maintain the Schools payroll records and payroll management information/analysis.
* To ensure all Pensions, AVC, PAYE are paid on time and recorded in the schools financial accounting system.
* To deal with all the administration relating to our Pension Schemes, especially the Teachers Pension Scheme, ie Monthly Data Collection Return, managing the members etc.
* To monitor staff attendance records in relation to payroll.
* To provide information to staff.
* To be a proficient user of the Schools Financial Accounting System.

***Compliance***

To assist with general regulatory compliance duties flowing from a wide variety of guidelines and regulations. These could include tasks related to Human Resources, Safeguarding, Health and Safety, Premises Management, Data Protection and general school administration.

**Person Specification**

This role would suit a bright, ambitious graduate interested in gaining further administrative experience in an educational environment.

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Educational qualifications of a suitable quality and level
 | * Educated to degree level
* Professional Financial or Administrative qualification
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| **Experience** | * Working in a financial or administrative setting
 | * Working in a school environment
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| **Knowledge and Skills** | * Excellent mathematical and administrative skills
* Excellent interpersonal skills and ability to work with a variety of stakeholders including staff, pupils, parents
* Ability to work independently and as part of a team
* High level of computer literacy with good working knowledge of Excel and Word
 | * Ability to use school information management systems
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| **Personal Qualities** | * Ability to maintain a high level of confidentiality
* Meticulous attention to detail
* Organised
* Flexible and hardworking
* Friendly
* Confident
* Committed and enthusiastic
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Hall School Wimbledon is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Employment at the school is subject to vigorous pre-employment checks.

**Application Process**

Please apply to Mrs Sheila O’Sullivan: osullivans@hsw.co.uk

Applicants should submit a current CV accompanied by a supporting letter of application.