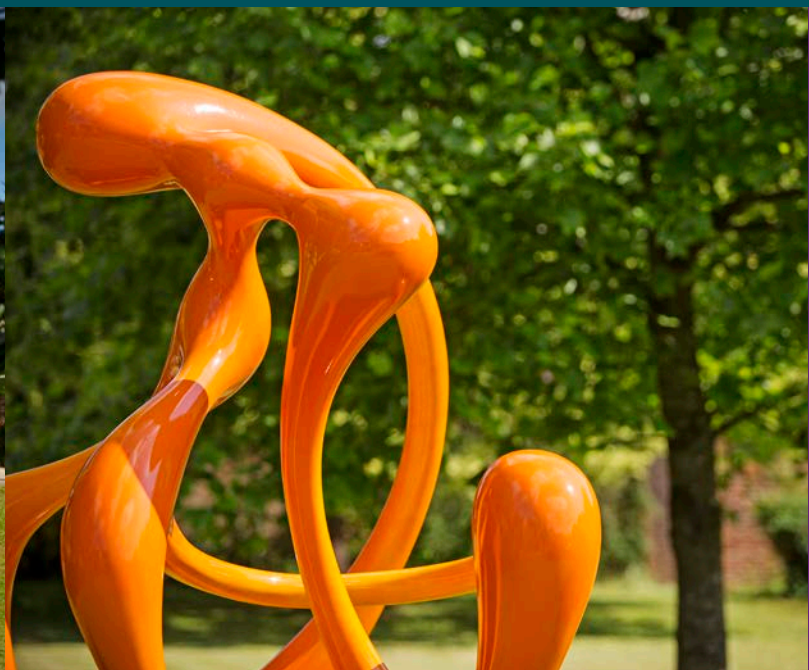


# SEVENOAKS SCHOOL

## JOB DESCRIPTION



### Payroll and Pension Officer *(Full-time, all year round)*





## The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1100 pupils from the age of 11 to 18.

Inspiring facilities, together with expert, enthusiastic and imaginative teaching, provide rich opportunities for students participating in lessons, and a wide variety of sports and the performing arts.

The school's international make-up and outlook promote the principles of tolerance and open-mindedness. About 390 pupils board in the seven boarding houses, and students originate from some 50 countries worldwide.

In 2018 Sevenoaks School was, for the second time in 10 years, awarded The Sunday Times Independent School of the Year. It was the second highest achieving large-cohort IB school in the world in 2018 and 2019, the top independent IB boarding school in the UK in 2018 and also the top fully co-educational IB school in the UK.

In 2018 the Independent Schools Inspectorate (ISI) awarded Sevenoaks School the highest grade – 'Excellent' – in both of the two categories which formed the basis of the inspection: 'Pupils' Achievement' and 'Pupils' Personal Development'. The inspectors were most impressed by the outstanding attitude to learning and the genuine spirit of enquiry and contribution that characterised all aspects of the curricular and co-curricular programmes.

This excellence is achieved by bright, motivated students, inspired by highly qualified and dedicated teachers in well-resourced classrooms. The school has around 200 teaching staff, well supported by a large number of ancillary staff. A professional pastoral team of specialist tutors, boarding house staff and year heads give care and guidance, promoting student welfare and happiness. The mutual respect shared by students and staff generates a harmonious and purposeful atmosphere. Further information about the school can be found at: [www.sevenoaksschool.org](http://www.sevenoaksschool.org).

## The Campus

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes a number of listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away. Gatwick airport is only 30 minutes by car, and there are good transport links to other London airports and the Channel Tunnel.

The school has first-class resources and facilities, including a superb sports centre, The Sennocke Centre, and a state-of-the-art performing arts centre, The Space, which provides four outstanding venues for music and drama. A world-class Science and Technology Centre and a Global Study Centre for the Sixth Form opened in 2018. An additional boarding house for boys, a contemporary building with light, modern facilities, opened in September 2019.

## Reporting to

The Payroll and Pension Officer will report to the Finance Manager who in turn reports into the



Director of Finance.

## Primary Purpose of Role

To run the very busy School payrolls, paying c.570 staff their wages on a monthly basis and ensuring salaries are correctly posted into the school's accounting systems.

The Payroll and Pension Officer is the key point of contact for payroll queries, with support from the Finance Manager.

## Main Duties and Responsibilities:

### Payroll

- Maintaining and updating employee records on the school's HRIS system, Excel spreadsheets and manual payroll files, including filing information in the correct filing systems.
- Processing monthly payrolls including starters, leavers and calculations for SMP, SPP, SSP etc.
- Calculating and processing of employees' pay claims, timesheets, loans, advances and pay changes.
- Maintaining school payroll management records, preparing the monthly authorisation document and keeping up to date with an essential bring forward system.
- Assisting in the improved utilisation of the school's new HR and payroll system.
- Maintenance of maternity and paternity leave records for all employees.
- Other responsibilities include ensuring all absence records are recorded and processed correctly,

processing and maintaining a register of approved private tuition, ensuring compliance with relevant legislation and regulations e.g. RTI, assisting with year-end processes including P11Ds, liaising with staff and management to quickly resolve payroll related queries and continually reviewing payroll and associated processes to ensure over time they are simplified, streamlined and automated.

### Pension

- Having a strong understanding of all of the school's pension schemes so that these are maintained appropriately.
- Ensuring all pension records are current and accurate at all times.
- Carrying out all required returns for the school's pension schemes including completion of year end returns.
- Supporting staff retiring from the school to ensure that the leaving process is smooth and efficient.
- Managing the school's auto enrolment programme.

### Payroll Accounting

- Assisting with month end reconciliations of payroll related Nominal Ledger accounts.
- Preparing and importing financial data from the payroll system to the school nominal accounts.
- Administering payroll deductions to third parties including HMRC, Pension schemes, AVC providers, Child Care providers, Attachment of Earnings Orders etc.
- To raise necessary monthly invoices and transfer documents for rechargeable salary costs.



## General

- To perform any other tasks as reasonably required by the Finance Manager including, where appropriate, providing HR and administrative support to the HR team.

## Person Specification

The Payroll & Pensions Officer should possess the following attributes:

- Experience in end-to-end payroll processing and software operations, with strong IT skills.
- Excellent communication and interpersonal skills, with customer service focus.
- Experience in finance operations including accounting and reconciliations.
- Very high standards of accuracy and attention to detail, with strong numerical ability and data entry skills.
- Good understanding of Microsoft Office packages, particularly proficiency in Excel with the ability to confidently manipulate data.
- Ability to work to deadlines.
- Full understanding of employee confidentiality and data protection with the appropriate handling of sensitive information.
- Ability to work under direction as part of a team.
- Flexibility of hours worked to meet the requirements of the role, particularly around the monthly payroll run.

## Hours

This is a temp to perm position. The basic hours are 9.00am to 5.00pm, Monday to Friday, 40 hours per week, all year round.

The ideal candidate must be able to have flexibility around these hours as more work will be required at the time of running payroll each month, but any extra hours required can be taken as TOIL following agreement with their line manager.

## Salary and Benefits

### Salary

The salary will be dependent upon the skills and experiences of the successful applicant.

### Benefits

- The salary will also include paid annual leave which is pro-rata of 33 days (including bank holidays).
- Membership of the school's fitness centre.
- School lunch.
- Free parking.
- Membership of the school's defined contribution pension scheme is available.
- Cycle to work scheme.
- Employee Assistance Programme.
- Fee remission policy (terms apply)
- Other benefits such as free or subsidised tickets for school music and theatre productions and access to an employee discount scheme.



## Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are always required to adhere to and ensure compliance with the school's Safeguarding Policy Statement. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

## Offer Conditions

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to: an enhanced DBS check with Children's Barred list check, the taking up and verification of references, the verification of career history and fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

## Note

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

## Health and Safety

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a work place and working conditions

which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

## Application

If you wish to be considered for this role, please complete the online support staff application form at <http://www.sevenoaksschool.org/support-vacancies/>.

**The closing date for applications is 19/09/2021 at 23:59.**

The school reserves the right to appoint at any stage of the recruitment process. Applications may be reviewed on a daily basis and interviews may occur at any stage. We therefore invite interested candidates to apply as soon as possible.

*Sevenoaks School is a Covid-19 secure environment. Interviews will be held in person in line with social distancing requirements.*

Please contact the Human Resources Office at [humanresources@sevenoaksschool.org](mailto:humanresources@sevenoaksschool.org) or by telephone on 01732 467740 if you have any questions about a completed application.