

Job Title	HR and Payroll Officer
Date	June 2025
Department	Human Resources
Reports to	Head of HR

Purpose of the Role

Process payroll on a monthly basis and provide administrative support to the Head of HR to ensure the smooth running of the HR department.

Carry out the day-to-day operational activities relating to the full onboarding process to include all aspects of the recruitment cycle through to documentation and induction, ensuring full compliance with all aspects of safer recruitment. Be the first line of advice for all day-to-day HR queries that relate to people processes and policies.

Support the delivery of projects across a wide array of subject areas as part of the delivery of the HR strategy.

Departmental Information

The small department consists of a Head of HR and a full time HR & Payroll Officer. Support is provided to both junior and senior schools and all support staff, with a head count in excess of 200, including contractors and volunteers.

The role works collaboratively across the school with other administrative functions and has strong links to the Financial Controller for the payroll aspects.

Most features of the day-to-day logistics are managed within the Every HRIS, including payroll.

Main Tasks and Responsibilities

Payroll

Ensure accuracy, completeness and timely provision of the monthly payroll.

Gather and input monthly data including starters, leavers, sickness and overtime.

Administer payroll compliance as required e.g., PAYE, NIC, P11D's, Pension and Autoenrolment.

Check processed payroll data including payslips and submit reports to Finance for approval prior to running final monthly payroll. Ensure timely electronic distribution of payslips.

Provide net pay data and other payroll reports for Finance to raise payments to employees, HMRC and other third parties. File monthly payroll records.

Respond to staff payroll queries.

Assist with extracting payroll information and compiling reports as required.

Manage and co-ordinate best practice processes to ensure the accurate processing of all pay related data.

Recruitment

Ensure safer recruitment procedures are followed at all times in respect of the recruitment of staff and volunteers in line with school policies, ISI commentary & Keeping Children Safe in Education.

Assist in the preparation of job descriptions and adverts, ensuring they are fit for purpose and meet all requirements in terms of best practice and equality legislation.

Follow the agreed process for managing candidates, references, timetables for selection days and ad-hoc requirements that are role dependent.

Follow up after the conclusion of the selection process to ensure that candidates are processed promptly and professionally and the offer documentation is instigated in good time.

Onboarding and Compliance

Complete all new starter processes including the issuing of offer letters, contracts of employment and other new starter documentation, informing the relevant departments, creating staff records ensuring all relevant paperwork is completed in accordance with the recruitment policy.

Support the induction processes for all new staff that commence their employment throughout the academic year and ongoing probationary reviews.

Carry out appropriate vetting checks for other roles such as Governors, volunteers and contractors and consult with line managers and the Head of HR on the necessary requirements in order to maintain compliance.

Under the guidance of the Head of HR, update the Single Central Register to ensure compliance with Keeping Children Safe in Education and the ISI commentary.

HR Administration

Maintain all document templates e.g., employment contracts, offer letters, statutory processes. Ensure they are kept up to date and in line with contractual and statutory requirements.

Produce employment contracts, variation to contracts and in service letters in line with authorised management requests.

Manage the statutory HR processes, in consultation with line managers and the Head of HR, for example maternity, paternity, and flexible working.

Maintain a digital and paper filing system, that is compliant and up to date, and accessible to the relevant people.

Act as note taker during formal meetings such as disciplinaries, grievances and consultations.

Attendance Management

Process absence management documentation including inputting of absence, monitoring of return-to-work completion and fit notes.

Assist with the absence management process to include data analysis, following up on return-to-work interviews, the occupational health process and first line advice.

Performance Management

Provide support with the development review process as required.

Monitor probationary periods for new members of staff, following up with line managers as part of the review process and communicate sign off.

Other

Work with the Head of HR to review policies in line with the review schedule and provide first line advice and guidance as to their interpretation.

Act as a wellbeing champion supporting staff initiatives that underpin the wider health and wellbeing strategy.

Work collaboratively with staff in other departments as the HR representative and to support wider school initiatives and events.

Undertake any other duties the Head, Director of Finance & Operations or their designated alternative may reasonably direct from time to time.

Take all reasonable steps to ensure the security of any personal data relating to school employees or pupils, (either future, current or past) to which you have access, in line with the requirements of the school's Data Protection Policy and the General Data Protection Regulations (GDPR).

Person Specification	
Educational Attainment and Qualifications GCSE English and Maths – grade C/5 minimum or equivalent CIPP recognised payroll qualification A CIPD Level 3 certification, or above (desirable)	
Experience, Knowledge and Skills	
Essential Experience Ability to operate in a stand-alone payroll environment. Previous experience of working in a high compliance HR team, providing first level advice on HR policies and procedures, employment law and employee relations issues. Able to produce documents to a high standard of written English in a clear and corporate style. Ability to multitask and deal with a range of incoming enquires whilst not losing site of the priorities. Excellent IT skills specifically MS Office; particularly Word, Excel and Outlook, Able to form and maintain effective working relationships with colleagues, service users and third parties. Self-motivated with a 'can do' attitude and determination to 'get under the skin' of problems. Able to streamline and improve operational processes. Highly enthusiastic with excellent communication skills. Comfortable with handling confidential matters with integrity and diplomacy.	Desirable Experience Experience of working within the education sector. Knowledge of safeguarding children in a regulated environment. Awareness of the Quaker ethos and tradition. Knowledge and experience of the importance of databases and HRIS.

Ackworth School is committed to safeguarding and promoting the welfare of children and young people as well as providing a safe and healthy workplace for employees. Ackworth school is an equal opportunities employer supporting the principles of diversity, inclusion and equity. All staff and volunteers are therefore expected to behave in such a way that supports these commitments.

Job descriptions may be subject to review from time to time and can be altered or amended to meet the changing requirements of the school. They are not designed to limit the extent of the role but instead to outline the main tasks and responsibilities.