

HR & PAYROLL OFFICER – JUNE 2025

We are looking to recruit a HR and Payroll Officer in this combined role within the HR department. The time is split approximately 70/30 in favour of HR related responsibilities.

The department has a clear strategy which ultimately underpins the whole school plan to deliver an *exceptional, holistic and inclusive Quaker education*.

Payroll will come under the umbrella of HR for the first time and will integrate as we launch our HR information system. Prior payroll experience or a qualification is key as this is a standalone role, although support will always be available.

Your administration skills are particularly fundamental in order to maintain an excellent standard of communication and accuracy. We are a distinctly customer facing department and whilst experience in the education sector is not necessary, a desire to fully understand the workings of the school and where HR can add value is key. Your HR knowledge will be helpful in providing an excellent support service, however if this is an area of development, ongoing mentoring will be available to enable you to progress your emerging skill set.

Reporting directly to the Head of HR, you will be working as part of a broader support staff team who will provide collaboration and guidance as part of a wider team ethic. Employee wellbeing is high on the agenda and everyone benefits from the same ethos and values that support our pupils to be able to flourish and progress.

Ackworth School is steeped in history. We started as a school in 1779 and are often known locally as "the Quaker school". We have a traditional feel, and our ethos is firmly founded in our Quaker roots, but we equip our pupils to face the modern world, educating children from countries all round the world as well as day pupils much closer to home in Barnsley, Wakefield and Pontefract.

If you would like to be part of our inclusive school and small team then visit our website for a detailed job description and person specification.

In return we offer:

- a competitive salary and generous fee remission of 50% for the children of our staff.
- all food and refreshments during the working day.
- free on-site parking.
- flexible pension and health benefits including employee assistance programme and electric car scheme.

- a supportive and friendly environment based on the Quaker ethos of the school.
- a committed parent community which plays an active part in the school.
- a beautiful working location in an ideal location within easy travelling distance of the main centres of Sheffield, Leeds, Doncaster and York.

The working hours are 37.5 per week, Monday to Friday. The hours are based around the working times of the school with a greater degree of flexibility in start and finish times in the school holidays.

The salary for the role is up to £31,000 per annum and this is dependent on qualifications and experience.

To apply, please complete a Support Staff application form which can be downloaded from the school's website. Sorry, we do not accept CV's.

<https://www.ackworthschool.com/staff/careers/>

For an informal discussion about the role, please contact Joanne Colley, Head of HR by email at joanne.colley@ackworthschool.com or call 01977 233613.

Applications should be sent to jobs@ackworthschool.com

The closing date for applications is **Tuesday 24th June 2025 at 9.00 a.m.**

Interviews will be held the week after. *We reserve the right to interview candidates as they apply and to close the advert early.*

Please take time to read the school's recruitment process document in order that you are clear about the process and expectations in line with safer recruitment. Applicants should carefully read the Recruitment, Selection and Disclosure Policy. Our recruitment privacy notice is also available on our website within "Working For Us". Please take time to read the school's recruitment process document in order that you are clear about the process and expectations in line with safer recruitment.

Ackworth School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and all applicants will undergo child protection screening, including checks with past employers and an enhanced DBS and Barred list check with Disclosure and Barring Service. Applicants should also be in sympathy with the School's Quaker ethos.