

BROMSGROVE SCHOOL

We require a **Payroll Assistant**

Line Manager:	Payroll Manager
Hours:	30 hours per week, all year round (52-week contract)
Salary:	Dependent on experience
Holidays:	25 days per annum plus 8 statutory bank holidays plus an additional 2 days' annual leave are awarded after 5 years' service.
Sickness:	Probationary period: Nil Year 1: 2 weeks full pay Year 2: 6 weeks full pay Years 3–5: 8 weeks full pay Years 6–10: 10 weeks full pay Year 11 onwards: 12 weeks full pay
Pension:	Contributory scheme up to 7%

General Job Responsibilities

The Payroll Assistant will support the effective and accurate delivery of payroll services for approximately 670 staff. Key responsibilities include:

- Assisting with the monthly payroll process, including manual pay calculations and statutory year-end returns (e.g., P60s).
- Responding to payroll queries from staff and managers in a timely and professional manner.
- Working closely with colleagues to oversee and maintain the computerised timekeeping system, including running and checking reports for payroll preparation.
- Supporting the Payroll Manager with salary, pension, and statutory compliance queries.
- Maintaining accurate absence, holiday, and related employment records.
- Following established payroll procedures and contributing to the development of improved processes.
- Building effective working relationships with Line Managers across the School to ensure accurate and timely information flow.

Key Skills and Experience

- Experience using **Sage** payroll systems is essential.
- Strong IT skills, particularly in **Microsoft Excel** (e.g., formulas, data handling, spreadsheets).
- Experience of working with a computerised timekeeping system.
- Experience working in a payroll environment is desirable, though not essential if strong, relevant transferable skills are demonstrated.

Person Specification

The successful candidate will demonstrate:

- Excellent attention to detail and a high level of accuracy.
- Strong organisational skills and the ability to manage multiple tasks and deadlines.
- A flexible, adaptable approach to work.
- Effective communication and interpersonal skills.
- The ability to work collaboratively as part of a small team.
- A discreet and professional approach to handling confidential information.

Additional Information

This job description is not intended to be exhaustive. The post holder may be required to undertake other reasonable duties as directed by the Payroll Manager. The job description may be reviewed annually, or earlier if necessary, following consultation with the post holder.

How to Apply

Please complete the school's online application form. Closing date: Friday 13 March 2026

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).