

BROMSGROVE SCHOOL

Payroll Assistant

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the DBS.

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| Line Manager: | Payroll Manager |
| Hours of Work: | 30 hours per week (52 weeks of the year post). |
| Salary: | Dependent on experience |
| Holidays: | 25 days per annum, plus 8 Statutory Bank holidays 2 additional days after 5 years' service |
| Sickness: | Statutory Sick Pay only in the first year of service During probationary period, nil, during first year two weeks of full pay, during second year, six weeks of full pay, during years 3-5 eight weeks of full pay, during years 6-10, ten weeks of full pay. During year 11 and beyond 12 weeks of full pay. |
| Pension: | Contributory Scheme up to 7%. |

GENERAL JOB REQUIREMENTS

- To assist with the processing of the monthly payroll and assist with all statutory year end returns and P60s for 670 staff and manual pay calculations.
- To deal with payroll queries.
- To work closely with a colleague in the team overseeing the computerised timekeeping system in preparation for the payroll to include running reports,
- To support the Payroll Manager with salary and pension queries.
- To be responsible for absence and holiday records.
- To follow and develop processes for the delivery of payroll work.
- To develop good working relationships with Line Managers across the School.

KEY SKILLS

- Experience of working on a Sage system is essential.
- Strong computer skills, particularly with Excel

PERSON SPECIFICATION

- Flexible and adaptable in approach to work.
- Good team worker.
- Excellent attention to detail.
- Strong levels of accuracy.
- Good communication and interpersonal skills

This job description is not necessarily a comprehensive definition of the role and the job holder. It may be directed to undertake other duties which may be reasonably given to them by the Payroll Manager from time to time. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment at any time, after consultation with the post holder.

HOW TO APPLY

Please complete the school's online application form.

Closing date is 1 August 2025

The successful candidate will be subject to DBS checking and receipt of references before an offer can be made.