



Ripley St Thomas Church of England High Academy

Job Description

Role:	HR & Payroll Assistant
Grade:	NJC APT&C Grade 7 Points 19 - 25
Salary Range:	£28,536 - £32,365 (FTE £32,061 - £36,363)
Hours:	37 hours per week, term time only plus two weeks to be arranged during the year.
Paid Weeks per year:	46.41 which includes 6.41 weeks of pro rata holiday, bank holiday and statutory days
Start Date:	September 2026
Responsible to:	School Business Manager

Job purpose:

To assist with the HR & Payroll functions within school, with significant focus on maintaining HR correspondence, Job Descriptions, file management and Payroll procedures including the calculation of salaries, checking/reconciliation of monthly payroll and input of staff pay claims. This role could include dealing with correspondence or enquiries from staff, parents and pupils and co-ordinating, monitoring and updating HR routines.

HR Routines

- Support with the maintenance of the Single Central Record in accordance with safer recruitment legislation by ensuring information/data is passed on accurately and in a timely manner
- Ensure that all paperwork is processed in accordance with Trust Policy and statutory requirements
- Create, update and maintain all Personnel Files in accordance with GDPR (both in hard copy format and electronically)
- Compose and issue letters e.g. appointments, contract changes, leavers, disciplinary
- Update and maintain Academy and Trust systems with accurate employee data (e.g. SIMS)
- Monitor and provide information on staff absence levels
- Take minutes and produce accurate notes in a timely manner
- Deal with HR queries, escalating matters to the School Business Manager when necessary
- Booking of courses which relate to staff and professional development

- Support with Professional Development Administration (CPD), including assisting participants with course queries and related issues.

Payroll Routines

- Check and process all pay claims in accordance with Trust policy
- Submit monthly payroll amendments to the payroll department within set timescales
- Ensure that information relating to appointments, contract changes, parental leave, unpaid leave, absence leavers etc. is submitted to the payroll department in an accurate and timely manner
- Respond to payroll queries from employees
- Keep accurate payroll records, maintaining and updating payroll files to comply with audit requirements
- Signpost employees to the relevant pension websites and explain scheme rules
- Liaise with the Trust's payroll department for advice on resolving employee queries

The successful applicant will be expected to demonstrate a high level of professionalism and confidentiality at all times, be able to work under pressure and meet tight deadlines. You will be proficient at problem-solving and ideally have experience of developing your skills in a busy HR and Payroll environment. The routines listed are not exhaustive and your duties will include any associated financial tasks, commensurate with your grade.

Individuals in this role will also:

- Contribute to the marketing of the school through emails, newsletters and promotion of staff CPD opportunities
- Support the HR function by looking into funding opportunities which will benefit all members of staff

Essential Criteria:

Grade C, GCSE (or equivalent) in English and Maths

Excellent oral and written communication

Excellent time management and organisational skills

Ability to work well within a team and follow instructions

Ability to deliver a high level of customer service to the Academy

Awareness of spreadsheets and manipulation of data

Ability to interpret and communicate school policies to relevant parties

Desirable Criteria:

Experience of working in a busy HR and Payroll department

Evidence of a HR / Payroll qualification

Knowledge of finance software packages (SIMS, Oracle, Sage etc)

Knowledge of SIMS Personnel

Advanced EXCEL and word processing skills