



Job Description

Job Title: HR & Payroll Administrator
Department: Human Resources
Responsible to: HR Manager
Last reviewed: November 2022

Job Outline

The post of HR & Payroll Administrator is a full time position and involves working 37.5 hours per week, with a requirement to work occasional Saturday mornings on a rota basis during term time.

Under the guidance of the HR Manager and Payroll Manager, the HR & Payroll Administrator will undertake a full range of administrative duties in order to ensure the smooth and efficient running of the department and provide a first class service to Haileybury. The role will require the post-holder to adopt a highly flexible and adaptable approach to working, as well as leading on allocated duties, projects and initiatives. It is critical that the post-holder is able to assist others within the department as and when required and is proactive in this regard.

To do this successfully the post-holder must ensure they remain up-to-date with regulatory requirements and best practice within the Human Resources profession and in particular, within areas of delegated responsibility. It is essential that the post-holder is able to work well under pressure, and is able to meet deadlines whilst retaining a high level of accuracy.

Duties

The post-holder will be required to provide a full range of administrative support and general assistance to the Human Resources and Payroll departments, including, but not limited to

Human Resources

- Carry out a wide range of administrative duties relating to all aspects of work in the HR department including but not limited to recruitment, on-boarding, employee relations, learning and development, benefits management and off-boarding.
- Undertake a variety of day-to-day duties, which may include managing employee data, writing, distributing and chasing a variety of employee documentation, scanning and filing, minute taking, preparation of references, managing candidate applications and interviews, new starter vetting checks, and general housekeeping.
- Support and assist HR Management in key HR projects and deliverables; immediate focus on data cleansing and improvement to the current HRIS.

Payroll & Pensions

- Assist the Payroll Manager with the preparation and processing of the Haileybury payroll, including all required reports and related administration i.e. posting to accounts and reconciliations.
- Resolve internal and external queries regarding payroll in a timely manner
- Maintain accurate payroll records for employees; starters, leavers and contractual changes
- Processing changes and reporting on statutory deductions
- Assist with the correct processing, administration and reporting for the School pension schemes
- Assist the Payroll Manager with the timely preparation and distribution of:
 - All required HMRC returns, including but not limited to P35/P60 Employers annual return, or equivalent e.g. Real Time Reporting;
 - Annual Pension Returns;
 - P11d expenses and benefits etc.;
 - All required information and reports in connection with the annual finance audit.

General Duties

- Make use of appropriate computer software, equipment and facilities in order to complete duties in the most efficient and effective way including word processing packages, spreadsheets, databases, etc.;
- Ensure that all work is supported with appropriate audit trails and maintained to the highest standard, supported by clear, organised and accurate filing systems.
- Complete all duties effectively, efficiently, accurately, and within allocated deadlines.
- Establish and maintain effective communication channels and efficient/effective working relationships with all relevant client groups, both internally and externally.
- Ensure all information is maintained with the utmost of professionalism - delicately, confidentially and securely at all times; and in compliance with Haileybury's policy on Data Protection, taking responsibility for ensuring that any personal data held by them is kept securely.
- Deliver employment best practices for the School; monitoring current processes and practices and facilitate any necessary changes effectively and efficiently.
- Keep Management informed about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable timeframe.
- Proactively ensure compliance with HR legislation, guidance, good practice, Independent Schools Inspectorate requirements and the School's policies.
- Undertake appropriate training to ensure that skills and knowledge remain up-to-date with all appropriate practices and regulatory requirements.
- Stay abreast of changes in employment legislation and education-specific compliance regulation through attendance at seminars, networking groups and reading updates from recognised sources.
- Undertake your responsibilities to promote the safety and wellbeing of children and young people

Other Requirements

Safeguarding and Child Protection

1. All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

2. In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.
3. Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

4. Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

5. Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

6. All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

HR & Payroll Administrator Person Specification

| | Essential | Desirable |
|---|-----------|-----------|
| Qualifications | | |
| <ul style="list-style-type: none"> ● Good general level of education (to GCSE level or equivalent) | ✓ | |
| Knowledge, Skills and Experience | | |
| <ul style="list-style-type: none"> ● At least 2 years' administrative or secretarial experience | ✓ | |
| <ul style="list-style-type: none"> ● Experience with an industry standard payroll system | ✓ | |
| <ul style="list-style-type: none"> ● Experience in payroll reconciliations and reporting | ✓ | |
| <ul style="list-style-type: none"> ● Excellent organisational and time management skills | ✓ | |
| <ul style="list-style-type: none"> ● Ability to maintain accurate records, both manual and on a database | ✓ | |
| <ul style="list-style-type: none"> ● Proficient in Microsoft / G Suite | ✓ | |
| <ul style="list-style-type: none"> ● Excellent written communication skills | ✓ | |
| <ul style="list-style-type: none"> ● Excellent customer service skills | ✓ | |
| <ul style="list-style-type: none"> ● Experience in a busy environment with multiple concurrent deadlines | ✓ | |
| <ul style="list-style-type: none"> ● Good numeracy and literacy skills | ✓ | |
| <ul style="list-style-type: none"> ● Employment history in a School environment | | ✓ |
| <ul style="list-style-type: none"> ● Good understanding of equal opportunities legislation and employment law as it relates to recruitment practices | | ✓ |
| Personal Attributes | | |
| <ul style="list-style-type: none"> ● Ability to communicate effectively with people at all levels in an organisation | ✓ | |
| <ul style="list-style-type: none"> ● Accurate with strong attention to detail | ✓ | |
| <ul style="list-style-type: none"> ● Ability to work under pressure | ✓ | |
| <ul style="list-style-type: none"> ● Ability to work in a team and individually | | |
| <ul style="list-style-type: none"> ● Ability to work unsupervised and use own initiative | ✓ | |
| <ul style="list-style-type: none"> ● Ability to maintain confidentiality with tact, diplomacy and discretion | ✓ | |
| <ul style="list-style-type: none"> ● Proactive and forward thinking | ✓ | |
| <ul style="list-style-type: none"> ● Willingness to work flexibly when required | ✓ | |
| <ul style="list-style-type: none"> ● Confident, enthusiastic and forward thinking | ✓ | |