**Payroll Assistant**

based at Samuel Ryder Academy

**Grade** H4 (Full time equivalent £25,800 to £27,100)

**Hours** 30 hrs per week, Monday to Friday (or compressed over 4 days)

*Flexibility can be given in regard start and finish times*

**Contract** Term-time + INSET + 3 weeks

(42 working weeks: 2 weeks Summer, 1 week at Easter)

**Actual salary** £19,300 to £20,200 per annum including Fringe

We wish to appoint an enthusiastic and well organised person to join our busy Central Payroll Team in providing a first-class payroll & pensions service to the schools in our growing Trust. The following skills are essential:

* High levels of accuracy and attention to detail
* Strong numerical skills
* Ability to work to tight deadlines
* Strong IT skills, particularly in Excel
* A team player with a can-do attitude
* Excellent communicator

Experience of working within finance or payroll would be beneficial.

You will be joining an experienced and friendly team.

Benefits of working with us include:

* Access to Employee Assistance Programme from day one of employment
* Access to Wellbeing Programme (physio, GP service, counselling, menopause support and more) after 2 years
* Tax-efficient cycle to work scheme
* Free eye test every 2 years via Spec Savers and a free annual flu vaccination
* Local Government Pension Scheme membership with an employer’s contribution of 21.65%

A professional dress code is expected.

Further details and an application form are available from HR at hr@scholarseducationtrust.co.uk, the Trust website [www.scholarseducationtrust.co.uk](http://www.scholarseducationtrust.co.uk/) or on 01727 859382.

**Closing date**: 31st January 2025 at 9am

**Interview date**: 4th February 2025

**Start Date**: February/March 2025

*We reserve the right to make an appointment before the closing date, so early applications are encouraged.*

***Diversity:*** *Scholars’ Education Trust is fully committed to the principles of equal opportunity, diversity and inclusion. We want to attract and retain the very best staff in all areas of the Trust, ensuring our staff body reflects the diversity of our students and local community.*

***Declaration of criminal offences:*** *The trust is required to give you the opportunity to voluntarily declare convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). You will be provided with a criminal self-declaration form by the school if you are shortlisted for the post. All posts in schools are exempt from the Rehabilitation of Offenders Act 1974. If you are appointed you will be required to have an up to date Disclosure and Barring Service (DBS) Certificate. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.*