

# St Joseph's Specialist Trust, Cranleigh, Surrey

## Payroll Officer

37.5 hours a week, 52 weeks a year

**Salary range: £27,129 - £29,773 pa, plus £1,000 retention bonus  
(25 days holiday plus statutory public holidays paid per year)**



Would you like to make a difference to the lives of our children and young people from behind the scenes?

Do you have payroll and office administration experience as well as good communication skills, adept at using payroll and information management systems, to ensure accuracy of monthly salary payments whilst having empathy and patience with staff who will be relying on your knowledge for guidance?

If so, we have a great opportunity for an enthusiastic and approachable person to join our HR Payroll team.

Ideally, we are looking for applicants who have previously worked in payroll, ideally with experience working in pensions and would like to work in an environment to support our valued staff who work with our vulnerable children and young people. Our strategic medium-term aim is to bring payroll back in-house and for that a willingness to upskill with supported training, if necessary, will be required.

Reporting to the Directors of HR and Finance, you will jointly oversee the administration of the payroll, dealing directly with staff, monitoring monthly payroll, reporting and providing updates to the senior leadership team. Working with your colleague, you will ensure all paperwork and records are maintained and data submitted in a timely manner. For a full list of responsibilities, please refer to the job profile

We are a registered charitable trust comprising a special needs school, college, registered children's home and adult supported living houses. Our school and college students are age 5-19 with moderate to severe and complex social communication and learning disabilities. Every member of our 250 staff plays a part in making a positive contribution to the lives of our students and tenants. Students may visit the office so compassion, patience and empathy for their needs is vital. If you are recruited, you will be required to complete Team Teach positive behaviour support training as part of your induction before employment.

Office based, hours of work during term time are: 8.30am – 4:30pm each day of the week (with ½ hour unpaid break each day). Some flexibility is possible over the hours to be worked during the school holidays.

### Why St Joseph's?

- £1,000 Retention bonus - £250 after 1 month, £250 after 1 year, £500 after 18 months at Trust (subject to tax and NI)
- Life insurance and Medical Cashplan
- We have a beautiful 23-acre site in Cranleigh, on the edge of the Surrey Hills, one mile from the village.
- Mediacash
- Delicious and healthy free hot lunches are provided to all during term time provided by our in-house catering team
- Access ample free car parking
- Have consistent 1:1 line manager support and annual performance related pay progression
- Be provided with an Employee Assistance Programme (confidential, professional wellbeing and counselling 24/7 service for yourself and your family)
- Gain Mental Health and Wellbeing support through a team of on-site qualified Adult Mental Health First Aiders
- Complete on-site Team Teach training with our specialist Inclusion Team, refreshed annually
- Access a full induction programme

Your own transport is desirable due to the rural location of the Trust however, we are very close to the village centre and a 25 min walk from bus stops providing buses from Horsham, Godalming and Guildford. By joining St Joseph's you become a key worker.

**Only applications made on the St Joseph's Specialist Trust application form will be considered for shortlisting and interview.** We welcome CVs and telephone enquiries on initial contact – please do feel free to call the recruitment team for more information, however **we do not consider applications made by CV only.**

**We reserve the right to interview suitable candidates as received, which may result in the role being filled and closed at any time.**

Please note that we are not able to accept visa sponsorship applications for this role.

**How to apply**

For an application pack (including form, job profile and person specification), please visit us at [Staff Vacancies - St Joseph's Specialist Trust](#). An online application form is also available via the website.

*St Joseph's Specialist Trust is committed to safeguarding and promoting the welfare of children and young people. This position requires an enhanced DBS disclosure and take up of references.*