

## St Joseph's Specialist Trust, Cranleigh, Surrey



### In House 'Payroll Officer'

37.5 hours a week, 52 weeks a year

**Salary range: £29,707 - £32,602 pa, plus £1,000 retention bonus  
(25 days holiday plus statutory public holidays paid per year)**

We are looking for applicants who have previously worked in payroll or have completed a relevant business and payroll course in higher education and would like to work in an environment to support our valued staff who work with our vulnerable children and young people.

If you fit this description, do you also have good communication skills, experience with using a payroll and HR MIS and confidence in using Excel, to ensure the accuracy of monthly salary payments whilst at the same time 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.

Jointly overseeing the in-house administration of the payroll for approximately 250 staff, our small payroll team have the following responsibilities:

- HR designated responsibilities
- Direct staff communication
- Payroll monthly input process and reconciling procedures

You will also receive relevant CIPP training and be given opportunities to develop in:

- Payroll monthly reporting submissions for approval by HR, then BACS finance payment approval
- Pensions administration
- Exception reporting/data analytics preparation

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 house. 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.

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.

We only accept completed application forms.

#### **Why Join St Joseph's? We offer:**

£1,000 Retention bonus (£250 at 1 month, £250 at 12 months, £500 at 18 months employment, subject to tax and NI) + Life insurance and Medicash + A beautiful 23-acre site in Cranleigh, on the edge of the Surrey Hills, one mile from the village + Delicious and healthy free breakfast and hot lunches + Free car parking + 1:1 line manager support and annual PRP + Employee Assistance Programme (24/7 service for yourself and your family) + Mental Health and wellbeing support through Adult Mental Health First Aiders + In house Team Teach training + Full induction programme and continuing professional development.

**Although we welcome telephone enquiries on initial contact, only applications made on the St Joseph's Specialist Trust application form will be considered for shortlisting and interview.**

**We do not consider applications made by CV only.**

Please do feel free to call the recruitment team (ext. 298) for more information or ask for the Director of HR or Director of Finance on 01483 272449

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.*