

St Joseph's Specialist Trust, Cranleigh, Surrey



In House 'Senior Payroll Officer'

37.5 hours a week, 52 weeks a year

**Salary range: £35,949 - £39,791pa, plus £1,000 retention bonus
(25 days holiday plus statutory public holidays paid per year)**

Would you like to work in an amazingly caring environment, ensuring the remuneration and reward of our valued staff who work with and support our vulnerable children and young people?

We are looking for applicants who have previously worked in an in-house payroll position (with a minimum of 200 employees), preferably in a supervisory role, who are qualified with appropriate payroll certification, expected to be at least **CIPP level 4, potentially working towards level 5**. (Significant payroll experience at a similar level or equivalent certificates in HR Payroll or accountancy - AAT/ACCA, with demonstratable, hands-on payroll experience, may be considered).

If you fit this description, do you also have; expert knowledge of UK payroll legislation and tax regulations, proficiency in both payroll and HR software, as well as confidence with Excel and Microsoft Office - to ensure the accuracy of monthly salary payments, have excellent communication skills - with patience and empathy, to provide guidance and advice, and strong analytical skills, to work with our finance team in conducting manual calculations and reconciling data?

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

There will also be ongoing opportunities for continued professional development.

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 CPD.

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. Deadline for applications is: Wednesday 3rd June 2026.

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.