



HR/Payroll Administrator

Reports to: HR Manager

Salary: Scale 5 points 11 - 14

FTE: Full-time, term-time only plus 15 days.

Job Description

Key Purpose of the Role

The HR Administrator provides comprehensive administrative support to the HR department in College. The role is responsible for payroll processing, employee lifecycle administration including full onboarding processes and compliance monitoring. The postholder will also coordinate recruitment administration and maintain an accurate Single Central Record (and associated personnel records), in line with statutory and safeguarding requirements.

This role will drive a culture of continuous improvement, inclusivity, compliance, and professional development, ensuring that all HR functions are delivered to the highest standard.

Roles and Responsibilities:

Payroll Administration

1. Process monthly payroll changes, including starters, leavers, contractual variations, absence adjustments and statutory payments.
2. Submit payroll changes accurately and within deadlines.
3. Maintain payroll records and respond to payroll queries.
4. Support yearly working hours data collection.
5. Process supply and fixed-term contract end dates and leavers.
6. Produce payroll-related reports, as required.

Absence Management and Monitoring (Low-Level Casework)

7. Enter staff absences onto the HR system.
8. Ensure absence records are kept up to date.
9. Monitor absence trigger points and work with other HR Team members, leaders and managers to support low-level absence casework.
10. Ensure return-to-work meetings are fully documented.
11. Escalate complex or long-term absence cases to the HR Manager.



HR Administration and Employee Lifecycle

12. Manage the HR inbox.
13. Work with the HR Manager to ensure all administrative tasks associated with recruitment are completed and accurate, e.g. chasing queries raised by SLT about the potential shortlisting of candidates, schedule for interview panels, compilation of interview packs, etc.
14. Draft contracts, variation letters and probation review documentation.
15. Monitor completion of probation reviews.
16. Maintain accurate personnel files and HR systems.
17. Support annual data returns/collection exercises (e.g. working hours).
18. Administer supply and fixed-term contract end processes.
19. Maintain and update the Single Central Record (SCR).
20. Enter staff training on the SCR and chase outstanding training.
21. Issue and monitor annual DBS Compliance Questionnaires.
22. Support cover administration and coordination (as required).
23. Process leavers, including documentation.
24. Monitor completion of exit interviews.
25. Provide other administrative support/minute taking for meetings, such as support staff meetings, etc.

Staff Wellbeing, Recognition and Engagement

26. Work with the Principal's PA to administer leaver and/or long service gifts/awards.
27. Support training coordination (e.g. Safeguarding training).
28. Administer staff surveys.
29. Research and recommend the adoption of further staff wellbeing initiatives.

Compliance and Reporting

30. Ensure compliance with safeguarding and employment legislation.
31. Maintain accurate records for statutory returns.
32. Ensure training records are up to date and compliant.
33. Maintain confidentiality in handling sensitive HR information.
34. Support audits and internal compliance checks.

General

35. In addition to the duties outlined above, the postholders may be asked to carry out other tasks that are broadly aligned with the responsibilities and level of the position. These duties will be reasonable, appropriate and necessary to meet the strategic and operational needs of the College.
36. Demonstrate day-to-day commitment to the College's mission strategic priorities.
37. Act as a role model in the promotion of good health and safety, diversity and inclusion, and the safeguarding of all students.
38. Carry out any further reasonable duties which may be determined by the Principal.



Person Specification – HR/Payroll Administrator

	Essential	Desirable
QUALIFICATIONS:		
Good standard of general education, including English and Maths at level 2 or above	X	
Level 3 qualification or equivalent demonstrable experience for at least 2 years	X	
CIPD level 3 qualification (or working towards)		X
Evidence of relevant Continuous Professional Development		X

	Essential	Desirable
KNOWLEDGE / EXPERIENCE / SKILLS:		
Experience in HR administration and payroll processing	X	
Experience managing low level absence casework		X
Strong administrative and organisation skills	X	
High level of accuracy and attention to detail	X	
Ability to manage confidential information appropriately	X	
Proficient HR systems and Microsoft Office applications	X	
Understanding of safeguarding and compliance requirements (or ability to learn)	X	

	Essential	Desirable
PERSONAL ATTRIBUTES:		
Excellent communication and interpersonal skills	X	
Ability to prioritise and manage a varied workload	X	
Professional, discreet and appropriate manner	X	
Strong organisational and record keeping skills	X	
Ability to work independently and collaboratively	X	
A proven commitment to safeguarding and promoting the welfare of young people	X	
A proven commitment to diversity and inclusion and an understanding of the College's policies	X	
Positive and professional approach with a high level of commitment to the College	X	



	Essential	Desirable
PERSONAL ATTRIBUTES:		
A positive approach to work	X	
Integrity, professionalism and discretion	X	
Strong ability to create and maintain strong and effective internal relationships	X	
Ability to maintain appropriate boundaries	X	
Discrete and the ability to maintain confidentiality	X	
A proven commitment to safeguarding and promoting the welfare of young people	X	
A proven commitment to diversity and inclusion and an understanding of the College's policies	X	
Positive and professional approach with a high level of commitment to the College	X	