



TWYFORD
SCHOOL

HR and Payroll Officer

Are you an experienced and detail-oriented HR professional with a passion for people and precision? We are seeking a proactive and approachable **HR and Payroll Officer** to join our dedicated team. This is a fantastic opportunity to play a key role in supporting the full employee lifecycle and ensuring smooth payroll operations in a dynamic and supportive school environment.

You'll be part of a friendly and professional team where your contributions are valued. We offer a supportive working environment, opportunities for professional development, and the chance to make a meaningful impact on the lives of staff and pupils.

If you're ready to bring your HR and payroll expertise to a role where no two days are the same, we'd love to hear from you.

Twyford School is a successful co-educational, independent day and flexi-boarding school for pupils aged from 2 years to 13 years. Situated in the village of Twyford, near Winchester, the School is set within a truly enviable position of 30 acres of mature grounds, with a beautiful Queen Anne country house as its centrepiece. Surrounded by stunning Hampshire countryside, the School prides itself on being one of the oldest prep schools in the country.

Part-time, 27.5 hours per week

Further details may be found on the website: www.twyfordschool.com

The closing date for applications is **9am, Wednesday 19th November**

For more information about the School and an application form (CVs alone will not be considered) please visit our website, www.twyfordschool.com. For further information, please contact Mrs Vanessa Chapman, HR Manager on 01962 712269 or recruitment@twyfordschool.com.

This vacancy may close prior to the stated date and interviews will take place as a suitable field of candidates is obtained. Early submission of applications is recommended.

Twyford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).