



TWYFORD
SCHOOL

JOB DESCRIPTION

HR and PAYROLL OFFICER



- The School:** Twyford is a successful co-educational, independent day and flexi-boarding prep school for pupils aged two to thirteen. 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 18th Century 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.
- Job Purpose:** Support the HR Manager by providing high-quality, comprehensive, efficient and proactive administration support across the complete employee life-cycle and process the monthly payroll.
- Contract:** Permanent, part-time 27.5hrs per week, 52 weeks.
- Salary:** £33,087 to £34,420, actual salary for 0.73FTE £24,153 - £25,127 according to experience.
- Paid Holiday:** 28 days, plus bank holidays, pro rata
- Start Date:** As soon as possible.
- Reporting Line:** The Bursar via the HR Manager

DUTIES AND RESPONSIBILITIES

Key Responsibilities:

- Being the first 'point of contact' throughout the recruitment process and the complete employee life-cycle;

- Ensure compliance with Safer Recruitment legislation. Carrying safer recruitment checks for all new staff, contractors, club providers and peri music teachers confirming with relevant departments when all checks are complete and signed off by the HR Manager, Bursar and Headmaster.
- Accurately maintain the Single Central Register (SCR) ensuring all checks are accurately reflected.
- Maintain the HR database and produce analytical reports as required.
- Process the monthly payroll in collaboration with the Finance team
- Monitor the HR and Recruitment email Inbox.
- Liaising with the relevant stakeholders to ensure all new joiners follow the staff induction programme and monitor employee progress.
- Ensure absence notifications are completed by Staff, correctly recorded and presented in a manner which allows easy analysis.

Safer Recruitment and Onboarding

- Use InDesign to prepare job information pack.
- Advertise vacancies on different platforms and publications.
- Compile packs of applications for shortlisting and interviews.
- Invite candidates for interview and arrange and co-ordinate interview processes.
- Carry out pre-employment checks in accordance with Safer Recruitment legislation and ensure a new employee's personnel record has been signed-off.
- Produce Offer letters and contracts.
- Ensure relevant colleagues are aware of new joiners to ensure an IT login is available and mandatory training takes place.

Induction, Probation & Life Cycle

- Ensure all new staff receive a thorough induction in the first week of employment, issue an induction booklet and monitor return at the end of the induction period.
- Maintain a record of probationary reviews and issued letter once probation has been completed.
- Assist the HR Manager with the management of training records, booking training and administering appraisal paperwork.
- Issue and collect whole staff annual Acceptance of Policies and other documents.
- Sickness and absence recording and filing of requests from staff.

Payroll

- Process monthly payroll for all employees, ensuring accuracy and timeliness.
- Maintain and update payroll information in the HR System.
- Respond to Staff enquiries regarding pay.
- Collaborate with the Finance team on payroll.
- Run reports and reconcile data

HR Information System

- Keep the HR Information System up to date including inputting new staff, removing leavers and making any changes to Staff information
- Demonstrate the system to new staff
- Support staff to use the HR System and respond to staff queries

General

- Ensure relevant checks are carried out on contractors, volunteers, visitors to the School etc.

- Ensuring data held is accurate and compliant with GDPR.
- Contribute to continuous improvement of HR and payroll processes.
- Keep up to date with Employment Law and Payroll Legislation.
- Maintain and update the Employee Handbook.
- Cover for School Receptionist as required.

All staff are expected to:

- Follow the School's safeguarding policy and procedures and ensure the wellbeing of all pupils is their highest priority
- Contribute to the day-to-day running of the School and comply with its policies and procedures, having due regard for the Health and Safety of self and others.
- Treat each pupil and each other as individuals with courtesy and respect.
- Take part in relevant training programmes identified by the School.
- To work in a co-operative, diplomatic and flexible manner.
- To carry out any other reasonable duties as requested by the Headmaster or Bursar.

This job description will be reviewed annually and updated as needed in consultation with the post-holder.

This list is not intended to be exhaustive, but it does highlight the breadth of the role and the major tasks the post-holder may be reasonably expected to undertake.

The HR and Payroll Officer will possess many of the qualities below

Qualifications & Knowledge

- Minimum of GCSEs (or equivalent) in English and Maths.
- Understanding of HR processes, employment legislation and Payroll processing
- Proficiency in Microsoft Office (Word, Excel, Outlook) and HR systems.
- Knowledge of employment law and GDPR compliance.

Skills & Competencies

- Excellent attention to detail and accuracy.
- Strong organisational and time-management skills.
- Ability to maintain confidentiality and handle sensitive information.
- Effective communication skills (written and verbal).
- Ability to prioritise tasks and meet deadlines in a fast-paced environment.
- Knowledge of InDesign would be useful.

Experience

- Previous experience in an administrative role.
- Experience supporting HR functions such as recruitment and the employee lifecycle.
- Experience of payroll processing

Personal Attributes

- Professional and approachable manner.
- High level of integrity and confidentiality.
- Proactive and adaptable to changing priorities.
- Team player with a positive attitude.

Desirable Criteria

- CIPD Level 3 qualification or working towards it.
- Experience using HR software
- Previous experience in an HR administrative role in a School.
- Experience in payroll processes

Additional Information:

The School also provides a range of benefits for staff including:

- Access to extensive professional development opportunities.
- Workplace Pension
- Free Death in Service and Critical Illness benefit.
- Access to Employee Assistance Programme.
- School Fees Remission.
- Free lunch and hot beverages during term-time.
- Free parking on site
- Staff swimming sessions in our indoor swimming pool.
- Cycle to work scheme.

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.

The closing date for applications: 9am, Wednesday 19th November
Interviews will be Thursday 27th November

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).

