



Recruitment Information

Payroll Administrator Apprentice

Employment Status

Full Time Apprenticeship

Required From

February/March 2020

Job Location

Whole College

Application Closing Date

Monday, 17 February 2020

Interviews Week Commencing

Monday, 24 February 2020



WELCOME TO ST DUNSTAN'S COLLEGE

Welcome to St Dunstan's!

We are very proud of this community and believe we offer something genuinely different and exciting for the families and staff who join us. Our Lewisham setting allows us the privilege of working in a diverse and vibrant school that, combined with our co-educational ethos and smaller size, engenders a culture that genuinely cherishes individuality and celebrates open-minded thinking.

Underpinned by a liberal, Christian heritage, we deliberately embellish the values embodied by St Dunstan, using the life of that great polymath to guide our own educational narrative. We are a dynamic institution, encouraging creativity and innovation in all we do. We want all our pupils to embrace the richness of the broad and cutting-edge education we offer here and our staff to be excited by what we are able to provide for the children under our care.

As a Nursery to Year 13 College, we pride ourselves on genuinely knowing our children and families, and we hope that everybody who joins us will feel an important part of this exciting community.

Mr N Hewlett

Headmaster

ST DUNSTAN'S COLLEGE

The history of St Dunstan's College can be traced back to 1408, making it one of the oldest schools in the country. It still retains strong links with the City of London, from where it originated. For the last 130 years the College has been located in Catford, within the Borough of Lewisham, in South East London. The location of the College is a key element in defining its identity and the College is proud of its reflection of the diverse and vibrant community in which it is located. The Headmaster is a member of HMC (The Headmasters' and Headmistresses' Conference) and the Head of the Junior School a member of IAPS (The Independent Association of Prep School Heads). The College Leadership Team, chaired by the Headmaster, consists of the Bursar, the Head of Junior School and the Deputy Heads of Senior School. Admission to the College is competitive at all entry points.

St Dunstan's has a truly coeducational ethos, following the admission of girls in 1994, for over 940 pupils aged from 3 to 18 years. The Pre-preparatory Department was established in 1995 and a Nursery followed in 2008. Both now form part of a flourishing Junior School which sits within the College site and, by extension, is an essential component of College identity. Most Junior School children transfer on to the Senior School as a natural transition. Parents like to commit to the whole-College 'family' and a large proportion of parents have more than one child at the College. The social life of the College is therefore an important feature of its ethos and our 'Friends of St Dunstan's' is as important in name as it is in what it achieves.

The College has enjoyed considerable development and refurbishment over recent years, with an investment of several million pounds and a significant programme of capital works planned for the next few years. The relatively recent acquisition of 30 acres of playing fields, just 500 metres away from the College buildings, provides an exciting opportunity for further development on both sites.

The size of the College is small compared to many of its competitors, offering all pupils cohesive community that celebrates individual talents, strengths and approaches to learning and development within a friendly, inclusive and nurturing environment. The diversity of the College is furthered by the inclusion of international students from a whole range of different countries around the world. The College has a particularly special link with Hangzhou, China.

The ethos of the College is welcoming, without pretence, and draws upon the liberal Christian values of its foundation. Relationships between all members of the community are based upon mutual respect and this is well embedded. St Dunstan's is a happy place in which to learn and teach, where great careers are launched and genuine friendships are forged.



THE DEPARTMENT

The Payroll Function sits within the Finance Department at St Dunstan's Educational Foundation, and works closely with the Foundation's HR Department. The Payroll Function is responsible for processing payroll for both the employees of the Foundation and employees of its trading subsidiary, College Hire Limited.

The Finance and HR Departments at St Dunstan's Educational Foundation provide a highly effective and efficient administrative function to all stakeholders, including the provision of guidance and support on key financial and employment issues.

The Finance Department has recently brought the Payroll Function in-house and is looking for a dedicated Payroll Apprentice with excellent attention to detail to gather, create and process payroll information to ensure that employees are paid on time and accurately.

THE ROLE

This is an exciting opportunity if you are looking to gain experience with payroll processing and obtain a Payroll Administrator qualification. The successful candidate will be working in a busy office environment with the Foundation's Finance and HR Departments. It is an excellent opportunity for the right candidate to learn how Human Resources and Payroll are integrated.

The successful candidate will have the opportunity to combine practical training with study. They will be supported in applying for and completing the Payroll Administrator Apprenticeship, which will help them gain an in-depth understanding of end-to-end payroll processes. It is a requirement of the role that the successful candidate applies for, is accepted for and completes the Payroll Administrator Apprenticeship. Failure to be accepted onto the Payroll Administrator Apprenticeship would result in the Foundation terminating the agreement.

There is scope for the post holder to support both the HR and Finance functions, gaining practical experience beyond the Apprentice Framework.

The post is offered on a full-time basis for the duration of the Apprenticeship up to a maximum of 18 months after which time the appointment will terminate. There may be the possibility of on-going full time employment if a permanent opportunity arises in the Foundation.



JOB DESCRIPTION

Responsible to: Deputy Bursar (Administrative Services)

Payroll Administration

Gathering, creating and processing of payroll-related information to ensure employees are paid on time and accurately. This will be via payroll software, though its use must be accompanied by the ability to perform this manually.

Compliance with legislative and contractual obligations

Internal and external reporting of payroll information to deadlines

Communicating effectively and appropriately with employees and relevant stakeholders

Working to relevant ethical and professional standards in a legislative and regulatory environment that is constantly changing.

Pensions administration

Liaising closely with HR regarding changes to employment for validation via the integrated HR and Payroll software

General

Undertaking available training opportunities and demonstrate a commitment to continuous development.

Performing such other tasks as may reasonably be required by the Deputy Bursar (Administrative Services).

Carrying out the above duties in accordance with the Foundation's policies.



PERSON SPECIFICATION

The following Experience and Skills are Essential/Desirable

	Essential	Desirable
Commitment and motivation to study and develop their knowledge of payroll processes	X	
Excellent communication skills	X	
Outstanding attention to detail and accuracy	X	
Confidentiality	X	
Experience of working within a team	X	
Demonstrated ability to work proactively and meet deadlines	X	
A strong work ethic and high levels of personal organisation	X	
Experience of using Microsoft Office products	X	
5 GCSEs (or equivalent) at grades A-C including Maths and English	X	

THE PACKAGE

Salary:	£20,000
Training:	Payroll Administrator
Pension:	Contributory Pension Scheme ISPS (DC)
Benefits:	<p>Tuition fee remission (which is means tested and capped) and no registration fee*</p> <p>Private Health Care Insurance (50% paid by employer)</p> <p>Health Cash Plan*</p> <p>Free lunch and beverages during term time</p> <p>Staff Accommodation (subject to availability)*</p> <p>Free off road parking</p> <p>Reduced health club membership</p> <p>Salary Sacrifice Schemes</p> <p>Season Ticket Loan</p> <p>Free winter and summer social events</p> <p>Annual flu immunisation</p> <p>Use of College leisure facilities including gym, tennis courts and pool*</p>

** Conditions apply*

