



The Purcell School  
*for young musicians*



## HR and Payroll Administrator

INFORMATION FOR CANDIDATES





## INTRODUCTION

Celebrated throughout the world as a centre of musical excellence, The Purcell School is the most vibrant, exciting and exhilarating place to work or study. We are a close-knit community dedicated to nurturing some of the world's most talented young musicians and we recognize the unique privilege it is to work with these incredibly gifted students.

Our students are the liveliest, most committed and self-motivated young people you could hope to meet. Every day, the School's corridors echo with the sound of extraordinary music as our students prepare for one of the 150 concerts we present every year, both here at School and in the most prestigious venues in London.

It is a working environment quite unlike anywhere else! We want our students to be challenged and inspired by every aspect of their experience here, and we support and encourage staff to achieve this. Academic classes are small, behaviour is excellent and the opportunities for innovative and creative teaching practice are limitless.

If you are committed to providing an outstanding student experience and prepared to play a full part in the life of this extraordinary place, The Purcell School offers you the opportunity to join an exceptional team, serving truly exceptional students in a totally unique environment. I very much hope you will consider making an application to join us.

Kind regards,

**Paul Bambrough**  
Principal



## ROLE DESCRIPTION

### HR and Payroll Administrator

The HR and Payroll Administrator role predominantly focuses on HR and recruitment administration, with some elements of data processing for the external payroll bureau. The approximate time split between HR and payroll will be in the region of 70/30.

The attraction of this position is in its variety, as no one day will be the same. The scope of Human Resources matters will range from recruitment, induction and employee letters to the administration of the school management system. The employment vetting checks as per the school's Single Central Record (SCR) document will also be included as part of the daily responsibilities. You will have interaction with a diverse and unique body of staff and students with the added benefit of excellent music being present everywhere in the School.

The payroll duties will include timesheets and expenses administration with elements of pension admin.

The most important attribute one can bring to the post is a positive 'can do' attitude. Attention to detail, accuracy and consistency are also of particular importance for this role. Not least the high level of confidentiality due to the nature of this position. HR and Payroll training will be provided, if required.

## TERMS AND CONDITIONS

### RESPONSIBLE TO

The Bursar

### SALARY

£25,000, All year round post, 30 days annual leave

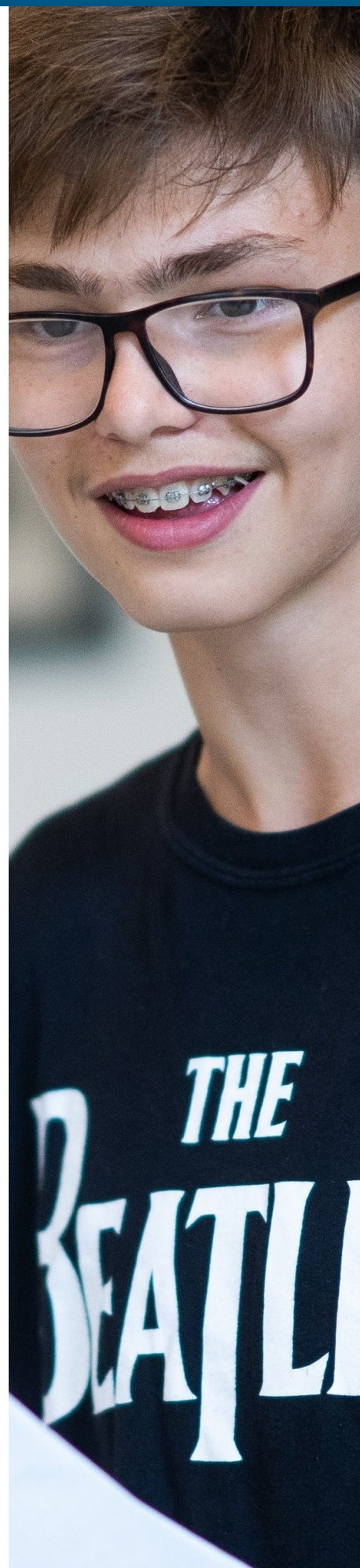
### GENERAL

The Payroll and HR Administrator will provide an accurate payroll service and HR administration to the school.

This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

Above all, the post holder must be aware of the current legal requirements, school policies and guidance on the safeguarding and promotion of the well-being of children and young people.

There is a 6 months' probation period, with notice of one term on either side, after which the post will be confirmed as permanent. This post is subject to regular appraisal.



## HOW TO APPLY

If you wish to apply, please complete the **School's Application Form** (available on our website) and send it with a supporting **Personal Statement** to the Bursar as soon as possible. Please do not send a separate curriculum vitae.

The closing date for applications is **28th January 2022**. Personal statements should outline your relevant experience and evidence your achievements.

The selection process will include an interview and presentation. Candidates will be required to bring evidence of identity and qualifications to the interview. We will interview shortlisted candidates, in school, during w/c **7th February 2022**.

Applications should be made to the Bursar, sent by email to [recruitment@purcell-school.org](mailto:recruitment@purcell-school.org).



## CHILD PROTECTION

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Child Protection policy, which is available on our website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including records checked and processed through the Disclosure and Barring Service (DBS).

## EQUAL OPPORTUNITIES

The Purcell School is an equal opportunities employer and welcomes application from appropriately qualified people regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.



# JOB SPECIFICATION

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

JOB TITLE: HR and Payroll Administrator

## KEY ACCOUNTABILITIES

### Human Resources Duties:

- To organise and maintain staff records and profiles, both computer based systems on the school electronic management system (SIMS) and manual storage
- Administration of staff recruitment – formatting job specs; preparing and placing adverts, arranging references, health checks, DBS checks, identity checks, offer letters, verbal and written communications as required, induction and vetting checks
- Keep a record of timesheets for temporary staff/supply staff and return to appropriate agency
- Administer starters, leavers, contractual changes and salary changes forms
- Prepare contracts of employment for teaching and support staff
- Complete Single Central Records (SCR) checks including but not limited to Disclosure and Barring Service (DBS) clearance, and Right to Work in the UK
- Any other duties and responsibilities of a similar administrative nature and at a similar responsibility as those described which might be allocated from time to time

### Payroll Duties:

- Work closely with the outsourced payroll service provider to ensure a prompt and efficient payroll and pension service
- First point of contact for employees for time, attendance and payroll
- Update Personnel files with payroll duties
- Ensure amendments, including starters, leavers, contract changes, tax code changes, payment of tax, national insurance, pension contributions, and any other deductions from salaries, are accurately processed
- Ensure staff absences, including holiday and sickness records, are correctly and accurately processed
- Administrative pension duties



## PERSON SPECIFICATION

Experience & Knowledge	Essential	Desirable
Good literacy skills	✓	
Excellent numeracy skills - good mathematical aptitude and accuracy with calculations	✓	
Relevant Qualification		✓
Working knowledge of electronic payroll systems and pension administration		✓
Working knowledge of the school information management system SIMS or equivalent		✓

Ability & Skills	Essential	Desirable
Ability to provide professional and timely information to others	✓	
Ability to form effective relationships with those working in and with the school	✓	
Understanding of PAYE, National Insurance and Statutory Sick and Maternity Pay		✓

Personal Attributes	Essential	Desirable
Good communication skills	✓	
Honesty, integrity and discretion, maintain confidentiality at all times	✓	
Attention to detail	✓	
Excellent organisational skills	✓	