

Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



Information for Candidates

Payroll & Pensions Manager

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Headmaster's Welcome

Having moved to Shropshire with my wife and young family in 2018, I can speak with first-hand experience of the warmth of welcome offered by the School community and indeed within the town of Shrewsbury. It really is a friendly, gentle yet invigorating place to live and work.

The School's 110 acres have the feel of a village gathered around a green. Stunning architecture complements the natural beauty of ancient trees and open spaces that are meticulously maintained. We wholeheartedly believe that children and staff alike respond to the inspiration of their surroundings. There can surely be fewer more uplifting places in which to live and learn. Staff morale is high and there is a shared sense of purpose which is energising. The pupils are a diverse crowd who are united by a willingness to participate and enjoy all that the school has to offer. We have an excellent staff development programme ensuring that colleagues are stimulated to keep growing as professionals.

Above all, it is a community where the individual is celebrated and encouraged to become the fullest and best version of her or himself: this goes as much for the staff as it does the children in our care.

Thank you for your interest in Shrewsbury School. I hope that this document will encourage you to go ahead with an application that may lead to your joining this unique and vibrant school community.



Welcome to Shrewsbury School

Shrewsbury School, Independent School of the Year 2020, has a world-class reputation for all-round excellence. Fully co-educational, with a seven-day boarding heartbeat and an integral day community, the school delivers a dynamic education that develops the abilities and enthusiasms of each and every pupil.

Founded by Royal Charter in 1552, Shrewsbury School is one of the 'great' nine schools in England identified by the Clarendon Commission of 1861. The School moved to its current location in 1882. Over the centuries it has grown in size and reputation. The School is now ranked amongst the leading co-educational boarding schools in the world, educating around 840 pupils aged 13-18 years.

Shrewsbury delivers a programme of academic learning that is exciting, challenging, responsive and versatile. On the School's breath-taking 110-acre site on the banks of the River Severn, pupils also have the opportunity to participate in a wide range of sporting, music, drama and co-curricular activities, as well as being encouraged to engage in adventure and charitable endeavour.

Shrewsbury School is committed to a seven-day full boarding model that benefits from a local day element. The School offers only one kind of boarding: full boarding, with nearly 80% of the school roll being full boarders and around 20% holding non-UK passports.

Packwood Haugh Prep School (co-educational, boarding and day school for pupils aged 3-13) became part of the Shrewsbury family of Schools in 2019.

Shrewsbury is a registered charity with a number of wholly owned trading companies, an annual income of over £35m and a staff of 400. It is overseen by a Governing Body which has up to 19 members. The Governing Body and its Committees meet once a term.

Recent years have seen an ambitious programme of new buildings and refurbishment projects. The fully refurbished Barnes Theatre, recently opened by Sir Michael Palin, Old Salopian, with additional new teaching facilities for Drama and Dance. A full refurbishment of Rigg's Hall, one of our boys' Houses, completed in 2022, with refurbishment projects of Churchill's and Ingram's Hall finished in December 2023. The building of a fifth girls' House (Queen Elizabeth Hall) was completed and opened in September 2023, along with two new all-weather sports pitches.

Payroll & Pensions Manager

Permanent, Full Time, Competitive Salary

Shrewsbury School is seeking to appoint an experienced and committed Payroll & Pensions Manager to manage multiple payrolls, deliver operational pensions administration and track and monitor the staffing establishments for the Shrewsbury family of Schools.

The successful candidate should have a recognised CIPP qualification with substantial experience of managing large and multiple payrolls. Knowledge of defined contribution pension schemes, and statutory returns is essential. The post will work closely with both the Finance and HR teams and will line manager our Payroll Officer. The post comes with an excellent package, and offers an exciting opportunity to join a unique family of schools providing world class education.

Early applications are encouraged. We reserve the right to close this vacancy early, should a suitable candidate be appointed before the closing date.

Full application packs and job descriptions can be obtained from our website: <http://www.shrewsbury.org.uk/page/job-vacancies> or email: humanresources@shrewsbury.org.uk

Closing Date: 12 noon, Monday 17 February 2025

Shrewsbury School is committed to safeguarding and promoting the welfare of children and young people, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Job Description

MAIN PURPOSE OF ROLE

The Payroll & Pensions Manager will be responsible for providing a full and effective payroll and operational pension service to the Shrewsbury family of Schools ensuring statutory compliance and compliance with all School Financial Regulations.

The Payroll & Pensions Manager has line management responsibility for the Payroll Officer.

LEVEL OF POSITION

The post holder reports to the Financial Controller and will work closely with the Director of Human Resources. The Financial Controller will provide day-to-day line management including appraisal, training & development and is also responsible for providing a safe working environment, in accordance with Health & Safety legislation.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities below are illustrative. The position holder will be expected to become involved in a range of work on occasions that may not be shown below:

Main Responsibilities:

Payroll & Pensions

- Manage a full employee payroll and operational pension service for the Shrewsbury family of Schools. Manage multiple payrolls, ensuring appropriate record keeping, accuracy and reconciliation. Ensure compliance with School KPI's and external requirements.
- Understand the importance of manual calculations to be able to calculate gross to net pay outside of the system to be able to advise staff on pay issues and ensure the accuracy of the payroll system.
- Have in depth knowledge of all statutory payroll payments to advise relevant staff and to ensure continued compliance with legislation.

- Challenge any discrepancies and inaccuracies in the payroll system to ensure integrity of payroll and protect the Schools from dispute.
- Ensure monthly payments to external parties are made in a timely and consistent manner to avoid fines and meet legislative requirements.
- Ensure that statutory requirements that impact on payroll/pensions (eg. gender pay reporting, living wage differentials and apprenticeship levy) are planned and successfully delivered to set deadlines.
- Take responsibility for ensuring all statutory and pension returns, and the apprenticeship levy are submitted accurately to meet legislative requirements.
- Work closely with HR colleagues to ensure payroll changes are accurately and confidentially managed.
- Provide staff with relevant information and contacts in an informative, impartial manner without giving direct advice enabling them to be able to make informed decisions regarding pay and pensions.
- Provide full support for both internal and external audit services as requested, and lead on the Payroll external audit requirements each year.
- Develop links and build relationships with pension providers and HMRC to ensure an efficient service.
- Keep up to date with changing legislation relating to payroll and pensions management and communicate this to relevant individuals to ensure compliance.
- Manage potentially sensitive severance, redundancy and other payments with professionalism and confidentiality.

Establishment management

- Ensure staffing, casual and overtime budgets are accurately recorded and reported upon.
- Monitor the establishments of each School against budget, report on extra costs added and savings made in year.
- Provide costing information in relation to staffing changes to enable informed decisions to be made.
- Support the annual business planning process with accurate establishment data and modelling.
- Support with any census or similar return annually.
- Demonstrate a proactive approach to helping managers to understand their staffing establishment, budgets and payroll.

Systems

- Take responsibility for the development of the payroll module within a new HR & Payroll system, assisting with configuration, set-up and testing and then ongoing use. Ensure it is up to date, reliable and generating accurate pay information to meet statutory reporting requirements.
- Work with the systems provider to develop the functionality of the payroll module and its links across the wider HR & Payroll system.

General

- Line manage the Payroll Officer, ensuring clear objectives and effective management of performance. Mentor and support the Payroll Officer to develop their payroll knowledge and expertise.
- Respond in a timely and confidential manner to payroll and pensions queries from Senior Leadership team, managers and employees to ensure a high level of customer service within data protection guidance.
- Ensure that confidential staff data is managed in accordance with GDPR data protection principles.
- Ensure the safe disposal of records in line with School Data Retention Policy.

Suitability to work with children

- ✦ Shrewsbury School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- ✦ The postholder must comply with the School's Safeguarding & Child Protection policy at all times.
- ✦ The postholder must undergo Safeguarding & Child Protection training as directed by their Line Manager.
- ✦ Full safer recruitment checks will be completed on successful candidates which will include an Enhanced Disclosure & Barring (DBS) check.

CONTACTS

In all contacts the successful applicant will be required to be a good ambassador for Shrewsbury School as well as maintain constructive relationships.

Person Specification

It is anticipated that the successful candidate will demonstrate the following:

	<u>Essential</u>	<u>Desirable</u>
Qualifications:		
• A recognised CIPP qualification	✓	
• GCSE Maths & English grade C/4 or above, or equivalent	✓	
Work Experience:		
• Substantial experience of managing large and multiple payrolls	✓	
• Significant experience of working with defined contribution pension schemes	✓	
• Knowledge of manual pay calculations	✓	
• Good knowledge of financial processes including reconciliation of accounts		✓
• Experience of providing professional guidance to managers which is solution and business focused and encourages effective partnership working	✓	
• Experience of preparing for and supporting internal/external audit processes	✓	
• Line management experience		✓
• Experience of providing and presenting advice and guidance to managers on all payroll related issues	✓	
• Experience of working closely and effectively with a HR team, ensuring an accurate and timely payroll	✓	
• Experience of working within departmental budgets and financial regulations	✓	

- | | Essential | Desirable |
|---|------------------|------------------|
| • Experience of effective budget management | ✓ | |

Specialist knowledge

- | | | |
|---|---|---|
| • High level of IT skills and experience of MS Office applications | ✓ | |
| • Strong technical skills with the ability to learn software packages quickly and be able to maximise functionality | ✓ | |
| • Advanced MS Office Excel skills | ✓ | |
| • In-depth knowledge of Payroll and Pensions legislation | ✓ | |
| • A good understanding of the importance of safeguarding within a School context. | | ✓ |

Personal attributes:

- | | | |
|---|---|---|
| • Excellent interpersonal skills (verbal and written) with the ability to persuade and influence | ✓ | |
| • Analytical thinking / problem solving skills | ✓ | |
| • Project management / research skills | | ✓ |
| • Ability to analyse, evaluate and generate meaningful management information | ✓ | |
| • Ability to quickly build effective working relationships with internal and external customers | ✓ | |
| • Experience of working as part of an effective team | ✓ | |
| • Organised, self-motivated with the ability to work confidently to tight deadlines with a high degree of integrity and confidentiality | ✓ | |
| • Some flexibility may be required on occasions to respond to the business needs of the school. | ✓ | |

Our Ethos

Shrewsbury School has a strong vision, derived from our position as a major co-educational boarding and day school of international reputation.

A Shrewsbury education will educate and empower each individual pupil to flourish in life and contribute positively to the world around them.

Shrewsbury offers a unique whole person education – Floreat – that fosters learning and personal development in four vital and mutually reinforcing fields: the intellectual; the active; the expressive and the reflective. Through this distinctive model of education Shrewsbury promotes the Six Salopian Virtues: wisdom; kindness; courage; integrity; self-mastery and spirit.

As a learning community, the school pursues academic knowledge, wisdom and truth with the aim of developing the ‘cultural capital’ of each child and instilling character strengths, aptitudes and vital life skills, such as resilience and resourcefulness. The individual is able to flourish whilst also pursuing communal values, social responsibility and a willingness to contribute positively to the wider world.

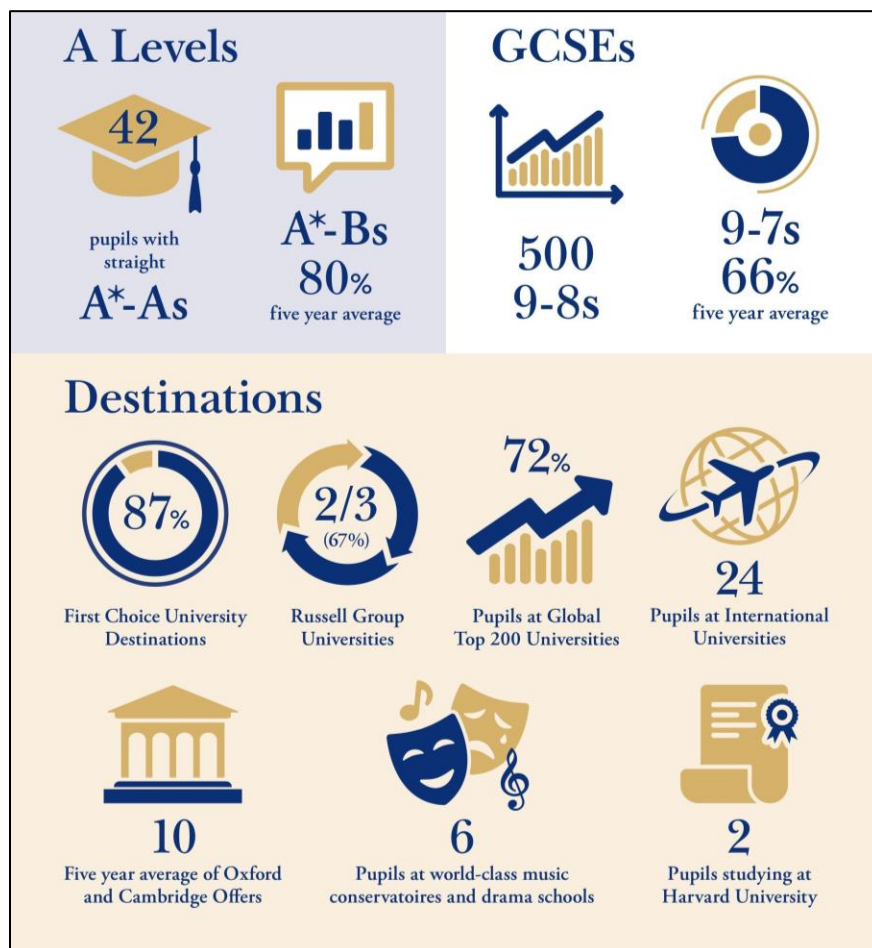
More information about Shrewsbury’s Ethos and Educational Philosophy can be found [here](#).



Academic Life at Shrewsbury

Academic life focuses on developing intellectually curious young adults who are able to think critically and creatively, have the confidence to question and to challenge and are equipped with the skills that they will need to thrive at all stages of life.

In recent years, around 10% of our leavers have gone on to Oxford and Cambridge and virtually all have won places at the university of their first choice. We expect about 80% of A Levels each year to be passed at A*, A or B grade. But there is as much joy for pupils who surpass his or her expectations as there is for the pupil whose progress to top grades always seemed more certain.



Support Staff at Shrewsbury

Support staff provide management and operational support, in various careers, which enables teachers to focus on the teaching and learning of our pupils. We believe that having motivated and enthusiastic staff who want to support teaching and learning is critical to our academic provision.

We will always strive to achieve the highest possible standards in the breadth and quality of our curriculum, the provision of our facilities and resources and achievements, whether academic, sporting, musical, theatrical or artistic, of our pupils and our staff.

Shrewsbury delights in the uniqueness of its education; a blend of values, traditions, and inspiring people. Our staff are our greatest asset with both teaching and support staff inspiring our pupils through their dedicated professional support.



*The Bursary
Kingsland House*

Pastoral Life at Shrewsbury

The unique, friendly yet respectful atmosphere between staff and students plays a crucial part in establishing the character of Salopians and the School. Together we are a highly supportive community. The House system (7 boys' Houses and 5 girls' Houses) is at the heart of Shrewsbury School.

The House is a Salopian's centre of gravity, a real home from home, somewhere to relax and make friends, as well as work. In addition to their Housemaster or Housemistress, each pupil has a personal tutor who also has strong links to a house and will be involved in a duty evening plus helping out with house events and trips.



International Links

Shrewsbury School delight's in playing its part in developing outstanding schools around the world. Our first international school opened in Bangkok in 2003 and has become the benchmark for quality education in the city and the wider region.

We opened a second campus in Bangkok in 2018 to keep up with demand, while at the same time opening a new school in Hong Kong. In 2021, Shrewsbury signed an agreement for a new international school to be launched in Phnom Penh, Cambodia. Plans are afoot to open further international schools in the coming years, including Shrewsbury School India in 2025.

The Shrewsbury family of schools share commitment to encouraging intellectual curiosity and respecting diversity and have formed a close and effective partnership over the years. We exchange best practice and perspectives from our own operating contexts via regular staff visits and via Governors who sit on the Boards of the schools. Over the years Shrewsbury UK alumni have visited Bangkok to enjoy gap year opportunities there.



The Application Process

Please complete the Shrewsbury School application form together with a covering letter.

Please email your documents, ideally as 'pdfs' to: [**recruitment@shrewsbury.org.uk**](mailto:recruitment@shrewsbury.org.uk) by the closing date and time.

Alternatively, you may prefer to send a printed copy, addressed to: The Human Resources Department, The Bursary, Kingsland House, Shrewsbury, Shropshire, SY4 7BA.

Closing Date: 12 noon, Monday 17 February 2025

Short-listed candidates will be contacted by telephone.

Offers will be given verbally and in writing as soon as possible following the interview.

The School reserves the right to appoint at any stage of the recruitment process.

Queries regarding applications should be addressed to:
recruitment@shrewsbury.org.uk or telephone 01743 250834.

Please also see the Recruitment Guidance Notes on page 19.



Contractual Terms

Salary

The salary will be competitive, dependent upon qualification and experience.

Hours

This is a full-time position working 35 hours per week.

Sick pay

The postholder will automatically join the contractual sickness scheme after the first six months of employment. In the event of sickness, you will receive 6 weeks at full pay and 6 weeks at half pay and thereafter Statutory Sick Pay.

Holiday

Shrewsbury School's annual leave year runs from 1 April to 31 March: a full year's entitlement is 28 days per annum, plus statutory bank holidays. New members of staff will receive a pro-rata entitlement in this leave year if employment commences part way through the year.

Pension

All support employees are eligible to join Shrewsbury School's Pension Scheme (employee 5%, employer 7.5%).

Life Insurance:

The post holder will be able to join the death-in-service insurance scheme. In the event of your death whilst in Shrewsbury School's employment your estate will receive two times your basic salary.

Staff Benefits

Training & Development

All Shrewsbury School staff have the opportunity to access generous professional training; we seek to develop individuals in all areas of their school life.

Provision of Meals

While the kitchens are operational, lunch is provided in our dining room, Kingsland Hall.

Parking

Parking is provided free of charge on and around site in designated areas and with a school permit.

Sports Facilities

Our swimming pool has both staff and staff family swim times. We have tennis courts, squash courts and a gymnasium which are available for staff use.

Discount Gym membership

There is a discounted gym membership that staff can access at a local club.

Cycle to Work Scheme

The scheme gives employees access to significant savings on cycles and accessories used for commuting purposes.

Counselling

Staff can access free counselling sessions through the School Counsellors.

Recruitment Guidance Notes:

Terms of Appointment

Under the Department of Education's Keeping Children Safe in Education Regulations we have a legal duty to follow safer recruitment checks. Therefore, any appointment will be subject to the following employment checks:

Probationary Period

All appointments are subject to a twelve months' probationary period.

Application Form

All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. This should be accompanied by a covering letter.

Note: CVs are not accepted.

Your letter and application form should be sent as a pdf to:

recruitment@shrewsbury.org.uk

References

In order to assess candidates' suitability, we shall request at least three references. Please note that in accordance with safer recruitment regulations, Shrewsbury School will follow up written references with a telephone call to the referee. The School will also follow up recent employment within an educational setting.

Right to work in the UK

If you are invited to attend an interview you will be asked to bring identification with you to confirm your right to work in the UK. We ask that you bring **three** forms of identification with you, to include:

- ✿ Current passport or biometric residence permit
- ✿ Current driving licence
- ✿ Birth or adoption certificate for the UK or Channel Islands - issued within 12 months of birth (*including those issued by UK authorities overseas, e.g. Embassies, High Commission and HM Forces*)

Evidence of qualifications

If you are invited to attend an interview you will be asked to bring original evidence of your qualifications.

Medical Fitness

If successfully appointed, you will be asked to complete a medical questionnaire and if necessary, provide a satisfactory report from your GP.

Safer recruitment checks

Please read through the school's Safer Recruitment Policy which will give full details of the safer recruitment checks undertaken as part of the on-boarding procedure. If you have any questions on any of these checks please contact us. In summary, below are details of some of the checks carried out.

Disclosure & Barring Service (DBS) Disclosure:

If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed 'Criminal Convictions'. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.

Overseas Police check

If you have spent time abroad for three months or more in the last five years you will be required to obtain an overseas check from that country. The school will support the successful candidate through this process.

Prohibition check

Some pupil facing job roles require the School to carry out a prohibition check. This is carried out online via the Department for Education website.

Social Media check

The School is required under the Keeping Children Safe in Education to carry out a social media check on all candidates invited for interview.



Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL

The Schools, Shrewsbury. Shropshire SY3 7BA.

Email: recruitment@shrewsbury.org.uk

Telephone: 01743 280500

www.shrewsbury.org.uk

Registered charity number: 528413

