



CHELtenham
COLLEGE

Payroll Assistant

The Post

The Payroll Assistant supports the Payroll Manager in delivering an accurate and efficient payroll service for all staff. The role involves processing payroll data, maintaining records, responding to staff queries, and ensuring compliance with relevant legislation and organisational procedures.

The College

Cheltenham College consists of two inter-dependent fee-paying schools within a single executive structure. College (13-18), founded in 1841, is the oldest of the Victorian public schools and is predominantly a boarding school of some 750 pupils, including a Sixth Form of approximately 310 pupils.

Cheltenham Prep is situated on the same campus as Cheltenham College in a beautiful setting with its own sports fields, lake and stunning views of Leckhampton Hill. Originally situated on the main College campus, it moved to its current site in 1908. The Prep is fully co-educational, day and boarding, and takes pupils from 3 to 13, with the majority preparing for Scholarships and Common Entrance for the College. There are currently 420 pupils in the Prep.

Both schools are fully co-educational. They have fine academic records and a considerable reputation for sport, drama and music.

Job Description

- Assist in the preparation and processing of monthly payroll for employees across various contract types
- Accurately input data for new starters and leavers including pro rata calculations for mid-month adjustments
- Ensure compliance with HMRC Legislation and Company Policy
- Review and process monthly timesheets onto our HR and Payroll System
- Liaise with managers to ensure overtime and additional pay claims are properly authorised
- Process statutory payments, including family leave and sickness absence
- Support the administration of employee benefits schemes
- Respond to routine staff queries relating to pay and pensions
- Produce and distribute payslips, P45s, and P60s

- Assist with pension administration and related communications (including monthly contributions for all our pension schemes, annual changes and annual audit requirements)
- Support the Payroll Manager with HMRC submissions, including FPS and EPS returns
- Coordinate financial clinics with our external financial advisor
- Administer National Minimum Wage changes
- Assist in the preparation and submission of P11Ds and processing payrolling of benefits
- Produce variable wages graphs to send to line managers so they can control their budget
- Support payroll-related activities for the annual audit
- Develop an understanding of the monthly payroll payment run and provide cover for the Payroll Manager with the support of the Director of HR and Payroll if necessary
- Assist with the monthly payroll nominal ledger report
- Any other duties that might reasonably be expected of the post holder

Experience and Qualifications

- Educated to GCSE level (or equivalent), including strong passes in Maths and English
- Excellent administrative and organisational skills, with a high level of accuracy and attention to detail
- Strong IT proficiency, with proven competency in Microsoft Excel (essential)

Desirable

- Previous experience working with payroll systems and/or HR software
- Qualification in Payroll Administration

Person Specification

- A versatile team player with a cooperative and flexible approach
- Quick to learn and able to adapt to new responsibilities
- Highly organised and methodical, with strong attention to detail and the ability to prioritise workload effectively
- Proactive, with the confidence to use initiative where appropriate
- Enthusiastic, supportive, friendly, reliable, and approachable
- Committed to safeguarding and promoting the welfare of children
- Able to work effectively under pressure and meet deadlines
- Maintains a consistently high level of accuracy

Terms and Conditions

- **Grade:** C with potential to develop into a Grade D position

- **Hourly Rate:** £14.42 per hour
- **Annual Salary:** £22,495 per annum
- **Working Hours:** 30 hours per week (0.8 FTE)
- **Full-Time Equivalent Salary:** Based on a full-time salary of £28,119 per annum
- **Working Pattern:** Hours may be worked across either 5 days per week or 4 full working days, subject to agreement.

May 2026