

Brief for the position of

HR & Payroll Administrator



SHERFIELD SCHOOL

Nursery • Junior Prep • Senior Prep • Senior • Sixth Form



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Background

Sherfield School is an outstanding, all-round academic, active and creative school where students thrive and flourish as they experience the excitement and enjoyment of learning.

As an independent, co-educational day and boarding school set in North Hampshire, Sherfield provides a wonderful learning environment for students from 3 months to 18 years within exquisite park and woodland surrounding a listed heritage building. It has an excellent academic record, superb facilities and a wonderful ethos.

Through a rich variety of experiences, students at Sherfield become passionate and creative problem solvers, ready to contribute to a global society. As ambitious, enterprising, inventive and innovative young minds, they develop the confidence, resilience and resourcefulness to be successful in tackling the challenges life presents to them. Through academic rigour and a supportive environment, they grow strong, self-assured and motivated by each Sherfield experience.

As a school community, Sherfield challenge, inspire and support each other as they create and imagine the student's best futures.

The school community knows and cares for each other and foster an environment where students and staff feel supported whilst building strong and ambitious futures. Together they build a powerful culture of creativity that is without boundaries. Sherfield pupils are critical thinkers who challenge ideas, pave new paths and encourage inventiveness whenever possible.

The school prides itself in their close relationship with parents and place great value on individual contact. Friendliness and willingness to listen are the starting points for effective collaboration which you will find embedded in the school's culture.



Mission & Aims

Vision

Our students create a positive impact, inspiring change and a better future.

Mission

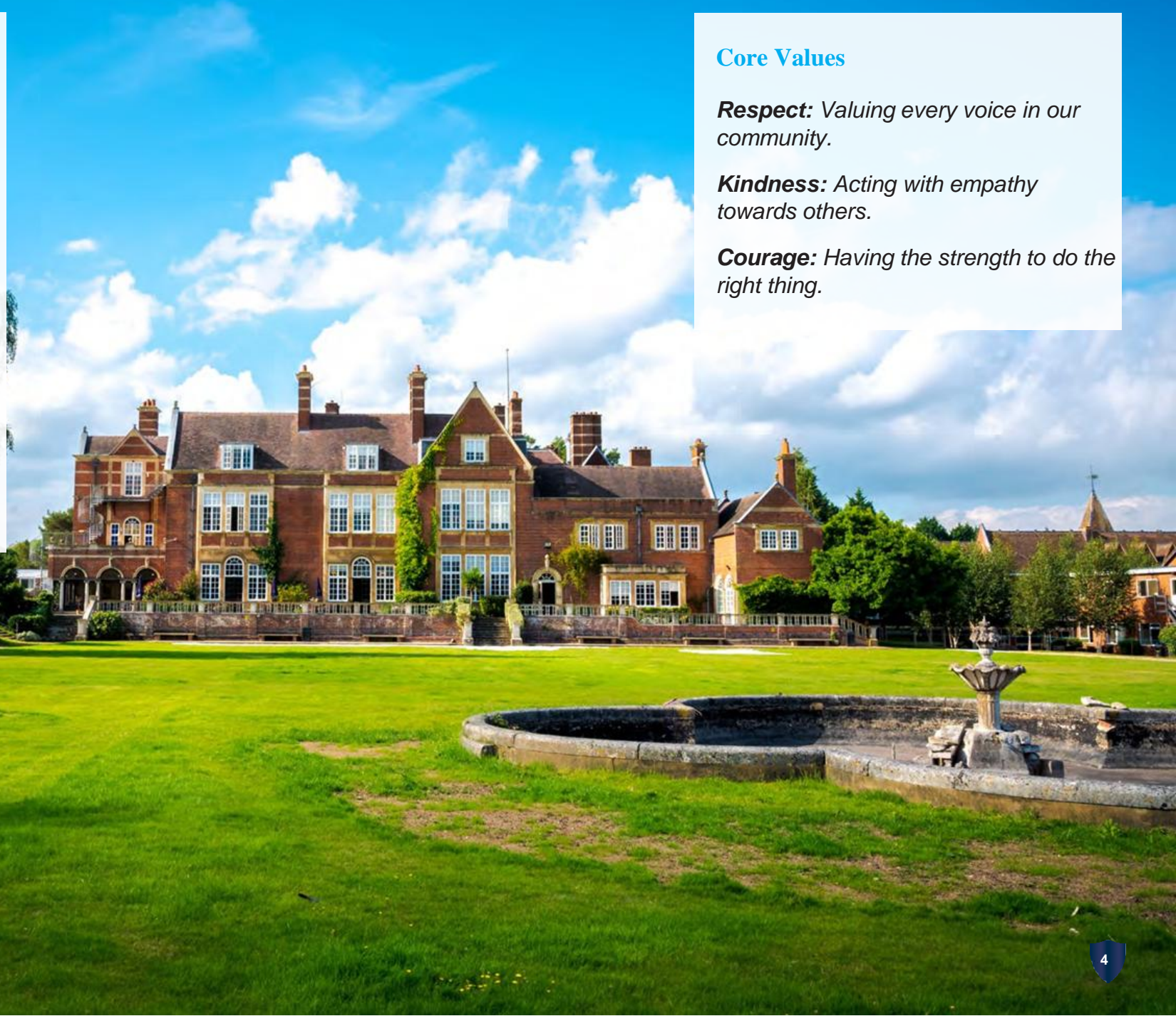
Ad Vitam Paramus – Preparing for Life. We create a learning environment that nurtures, inspires and challenges, preparing everyone for life in a global society.'

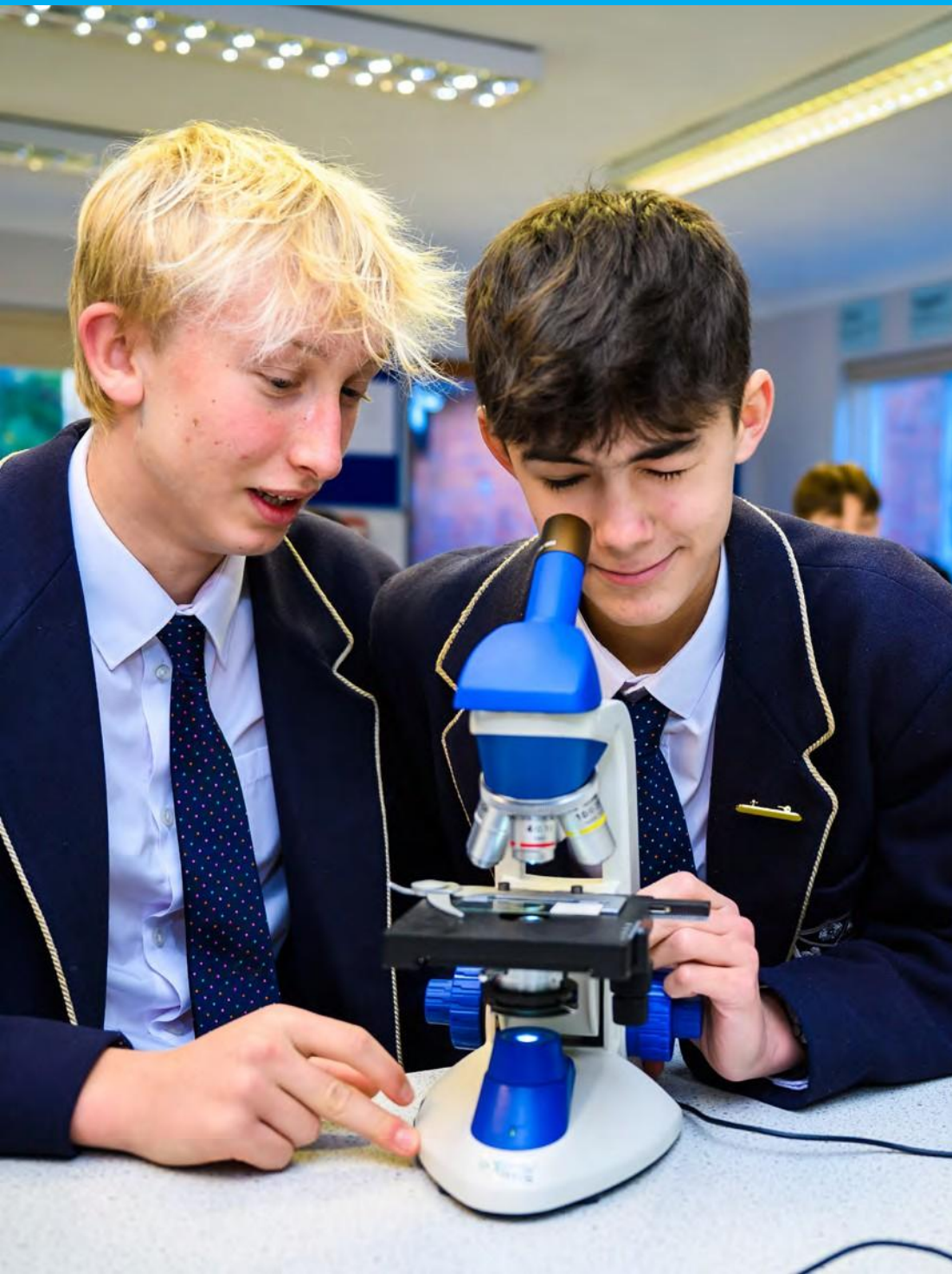
Core Values

Respect: Valuing every voice in our community.

Kindness: Acting with empathy towards others.

Courage: Having the strength to do the right thing.





Teaching and Learning

Sherfield follows the national curriculum up to year 8, the students then study a range of GCSE subjects for three years, and in their final two years of education, are offered a wide variation of A-level and BTEC subjects.

Subjects range from traditional academic subjects, such as Economics, Geography, and the Sciences, to more practical subjects, such as Drama and Theatre Studies, Music, and Product Design. There is also an option for A-level students to undertake the Extended Project Qualifications (EPQ).

Teaching and Learning at Sherfield is excellent and based upon core values of confidence, creativity and connection, developing exceptional experiences for students through a framework of challenge, ownership, dialogue and engagement.

Sherfield believes that teachers have the greatest influence upon the learning and progress of students and therefore as a team they strive for the best.

Teachers provide a positive and inclusive learning environment and experience for all pupils. At Sherfield, the teachers strongly believe in the principles of preparing students for life.

Aims

Sherfield aims to teach each student using the most effective methods possible, by providing expertise and resources to teachers, parents and pupils and through regular and rigorous monitoring and evaluation of teaching and learning against student progress and achievement.

The School aims to teach every student how to learn so that they become fast, independent, confident, and self-motivated lifelong students by:

- Teaching students how to self-evaluate and set/work towards targets.
- Providing or guiding independent access to learning resources.

Sherfield aims to treat each person as a successful student by:

- Recognising effort and achievements.
- Providing appropriate feedback that always shows the next steps.

Enrichment

The ethos of enrichment at Sherfield centres around the school's motto – *Ad Vitam Paramus* – *Preparing for Life*.

The AVP Diploma broadens and deepens the curriculum. Pupils volunteer and support in the community, gain further qualifications, fundraise, and develop their environmental awareness and much more.

The initials AVP form the backbone of the activities:

- A Accreditation** – a programme of study to receive a recognised award.
- V Volunteering** – give something back to the community.
- P Practical** – learn a new and useful skill.

Pupils can choose from a wide range of activities in consultation with their parents at the Enrichment Fair at the start of the year with staff on hand to offer guidance and support. There is something for everyone and most importantly, an opportunity for them to track their progress and maintain a permanent record of achievement.

Each year, pupils will progress through the programme and work towards the Bronze, Silver, and ultimately the Gold and Platinum Diploma.

Pupils track their progress using an online record which can then be saved as a document to show how they have extended their skills, and their reflections, of this when applying for the next stage of their education/career to set them apart from other applicants.

Pastoral and boarding

Sherfield offers full boarding, weekly and flexi boarding options for nine to 18 year olds.

The school operates a shuttle service for weekly boarders to and from Basingstoke railway station, which offers direct trains to London Waterloo every 15 minutes and a journey time of only 47 minutes. Allowing students to enjoy the beautiful countryside location during the week and the city at weekends.

Sherfield places great emphasis on empathy, motivation and social and cultural awareness and pupil wellbeing is at the heart of Sherfield from its youngest to most senior students.

Learning is tailored to every child's talents and needs and children are given individualised support, made possible by smaller class sizes. Sherfield staff aim to ensure each child achieves their full academic and personal potential in a nurturing environment as they progress through school.

Teachers and tutors see the importance in parent cooperation and maintain close relationships with parents throughout each child's entire time at school..



Sports and Activities

Sherfield has a long list of inclusive clubs, planned after school programmes and competitive teams that pupils can take part in, whatever their interests.

Every term there are updated programmes of music, languages, sports and hobbies available to all pupils throughout the school so they can pursue a passion or extend their learning. Children can choose from an enormous list of wonderful extracurricular activities, ranging from horse riding and fencing to origami.





The Arts

Drama: The Drama Department at Sherfield is an exciting and fun place to experiment and explore ideas, theatrical styles and the possibilities of performance and production. Much of what the school does is pupil-led which results in fresh, creative, and original theatre.

Music: Music plays an important role throughout Sherfield School, whether pupils are learning as part of their day-to-day curriculum or whether they take up instruments or join in with the many choirs, bands, orchestras and groups. All pupils in the Junior-Prep and Senior-Prep take part in choir which encourages the children to have confidence in themselves from day one.

Creative: Pupils are exposed to a wide variety of media, processes and techniques starting in the Nursery and, at later stages, are given the opportunity to work on a large scale in the open plan art studio complex.

For more information about Sherfield School, please visit: <https://www.sherfieldschool.co.uk/>

Education in Motion

Sherfield is proud to have joined Education in Motion (EiM) in September 2023.

EiM is a global education company that aspires to be a leader in pioneering education for a sustainable future. With a diverse family of premier education brands around the world, the group is known for its holistic programmes that balance wellbeing, character development and academic success.

EiM aspires to be the global leader in pioneering education for a sustainable future. Its family of mission-aligned schools is committed to create meaningful change for our world by empowering communities through innovative education. Students 'Graduate Worldwide', with the skills and experience to make a positive difference in the world.

As part of a larger network, the Sherfield community is provided an invaluable source of support. Not only does this growing network provide parents with choice as their careers take them to new places, but it also enables students and staff across the network to share best practice and provides opportunities for exchange for both students and teachers.

The EiM story began in 2003, when parents Fraser White and Karen Yung began looking for a school in Shanghai that would provide for their three young children. They wanted a challenging and ambitious education that would prepare their children for the future, moulding them into confident and well-rounded young people who could make a difference in the world. However, their search came up short.

A serendipitous meeting with Graham Able, the then Master of Dulwich College in London, resulted in the idea of opening an international Dulwich College in Shanghai, the first Education in Motion school.

Today, Education in Motion is a growing family of premier education brands, nurturing more than 11,000 students to 'Live Worldwide'.

For more information about EiM, please visit: <https://www.eimglobal.com/>



The Role

We are looking to recruit an experienced and detail-oriented HR & Payroll Administrator. In this role, you will be responsible for calculating and processing the employee payroll, ensuring accurate and timely payments, and maintaining payroll records.

Supporting the Head of HR in all areas of administration with particular focus on recruitment, helping to provide a smooth and efficient HR service.

This position requires discretion, absolute confidentiality and a keen eye for detail. The ability to juggle multiple tasks, often with short deadlines, is also essential.

Job Title: HR and Payroll Administrator

Reporting to: Head of HR

Department: Human Resources

Hours: 16 - 24 hours per week, to be agreed

Contract: 12 months FTC/on site

Salary: £14 - £16 per hour (dependent on experience)

Key Working Relationships

Head of HR

Head of Finance

Bursar

ELT/SLT

All Staff

Key Responsibilities

The responsibilities outlined below are not exhaustive but are indicative of the requirements of this significant and diverse role.

Administration

- Processing timesheets and deductions, preparing reports, and addressing payroll enquiries
- Managing end-to-end payroll processing for all employees
- Maintaining accurate employee records, including tax codes, deductions, and pensions

- Responding to payroll queries from employees and external agencies
- Coordinating with HR and Finance departments to ensure payroll accuracy
- Supporting the Finance team with payroll reporting and reconciliation.
- Assisting with ad-hoc payroll-related tasks and projects
- Supporting the HR team with employee related administration including any recruitment processes including reference requests and interview coordination

Compliance

- Maintenance of Single Central Register (which is checked termly by the Bursar and DSL)
- Arrange DBS renewals for existing staff and manage Contractor DBS certification
- Ensure UKVI compliance checks are recorded
- Coordination of Safeguarding Training (for Deputy Head Pastoral/DSL)
- Update register/spreadsheet of Safeguarding training attendees
- Where compliance checks are not complete for new starters ensure Risk Assessments are requested from the Head of HR.



Person Specification

- A commitment to Sherfield and its values and ethos as a co-educational day and boarding school.
- To set an example of personal integrity and professionalism
- Maintain absolute discretion and maturity in handling sensitive/confidential data
- Commitment to equality, diversity and inclusion
- Highly organised, with the ability to work independently and seek advice when required
- Excellent communication skills with the ability to communicate in accurate spoken and written English
- An understanding of the importance of training
- The ability to establish productive working relationships and work as part of a team
- Willingness to think and work flexibly

Skills and Experience:

Essential

- Strong Payroll knowledge and experience
- Excellent written and oral communication skills including robust IT skills
- Ability to work on own initiative and good organisational skills
- Good knowledge of Microsoft Word, Excel and Outlook
- Able to deal with complexity and a wide variety of tasks
- Highly numerate and a logical and methodical approach to their work
- Understand the sensitive nature of the area of the involved work, maintaining confidentiality and being discrete
- Strong attention to detail

Desirable

- Qualified to CIPD Level 3 or higher is desirable but not essential
- Good knowledge of EduPay
- Experience of working with SCR and DBS applications
- Understanding of GDPR compliance

Additional benefits and information

- Competitive Salary
- Annual holiday entitlement of 25 days plus statutory bank holidays
- Contributory pension scheme, as well as a death in service benefit
- Parking on site
- Complimentary school meals in term time and when the school's kitchen is open during school holiday periods
- Use of on-site gym
- In-house training



How to Apply

The closing date for applications is **Monday 13th January 2025**.

Interviews will commence **w/c Monday 20th January** with final interviews due to be **w/c Monday 27th January**.

Early applications are encouraged and we reserve the right to interview outstanding candidates before the closing date.

In order to apply, please complete the Sherfield School Application Form along with a brief covering letter which sets out your interest in the role and experience relevant to the required criteria.

Please include the names and contact details of three referees. Referees will not be approached until the final stages and not without prior permission from candidates.

Please send your application form and cover letter via e-mail to Anna Gray, Head of HR at hr@sherfieldschool.co.uk

Personal data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your application documentation.

Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your expressed consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

Diversity, Equity, and Inclusion

Education in Motion is committed to diversity within our team, organisational practices, policies and culture. We recognise that people with different backgrounds, skills, attitudes and experiences bring fresh ideas and perceptions,

and it encourages and leverages these differences to make our work more relevant and approachable. Education in Motion will not discriminate or tolerate discriminatory behaviour on any grounds such as, but not limited to, race, gender, disability, nationality, national or ethnic origin, religion or belief, marital/partnership or family status, sexual orientation, age or socioeconomic background.

Education in Motion strives to be an inclusive workplace where everyone feels a sense of belonging, has a voice, can raise concerns, and feels comfortable and confident. We expect everyone who works within to share this commitment and to act accordingly, as we aspire to best serve the Education in Motion mission and the community.

Safer Recruitment Practice

Education in Motion is committed to safeguarding and promoting the welfare of children and expects all applicants to share the same. We follow safer recruitment practices which are aligned to the recommendations of the International Task Force on Child Protection.

We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection, 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.

Qualifications, Identification, Health and Background Checks

Please note that you may be required to submit documentation providing proof of your identity and qualifications as part of Education in Motion's safeguarding procedures. You may also be required, if an offer is to be made, to undergo a pre-placement medical assessment and relevant background checks as part of the school's recruitment and safeguarding procedures.



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