

Information for Candidates

Payroll Manager





## Contents

---

Welcome	3
The College	4
Vision, Values and EDI	5
Dulwich College staff	6
Job description and Person Specification	7-9
Benefits	10
Application procedure	11
Campus map	12



# Welcome

---

Dear Potential Applicant

Thank you for applying to work at Dulwich College. I hope that you will find the prospectuses and web pages useful and feel that they provide a better understanding of our aims, values and ethos. I also hope this booklet makes you feel you might thrive here, would like to join us and make a great professional contribution.

At heart, the College's focus ensures the wellbeing, experience and achievements of our pupils. We want them to be happy, to flourish and to get the very best from their time here. These aims also allow us to have a positive relationship with our families, and uphold our reputation and strategic ambitions.

We have a large, diverse, dedicated and talented team of colleagues. It is a huge collective effort to achieve our annual and long-term goals, and we could not do this without everyone working together in a diligent and good-humoured manner.

As well as rewarding and fun, being part of the College is demanding at times and we have high expectations of all our colleagues. There are, however, many advantages and opportunities, which are better explained in this booklet. Put simply, we wish to get the best from everyone and we will seek to invest in you and develop you during your time with us. We recognise that many of our colleagues are professionally ambitious. We will certainly help you in your aims, through mentoring, professional development courses and career opportunities.

We are fortunate to have a large College community, with several career pathways and experiences available. We hope that you really understand the value of the commitment shown by everyone and wish to play your part in the exciting life of Dulwich.

Mr Robert Milne  
Master



## The College

---

Dulwich College is an academically selective independent boys' school in south east London with a tradition of inspired teaching, genuine scholarship and co-curricular breadth.

Situated in 70 acres, yet only 12 minutes by train from central London, the College enjoys outstanding academic, co-curricular and sporting facilities, including The Laboratory, a RIBA National Award-winning Science and Arts building. There has also been an extensive refurbishment of its iconic Grade II\* listed Barry Buildings and surrounding landscaping.

Further information about the College can be found on our website  
[www.dulwich.org.uk](http://www.dulwich.org.uk)

# Vision, Values and EDI

---



## Vision

Our vision is to be an outstanding school inculcating in every pupil an aptitude for work and study and a sense of service so they have the potential to make a positive difference in the world.

## Values

Our values are purpose, kindness and joy and through these values we seek to encourage curiosity and creativity, compassion and open-mindedness, resilience and integrity, and a collaborative outlook and an appreciation of how we all benefit from living and growing in a diverse and inclusive society.

## Equity, Diversity and Inclusion

We proudly celebrate the diversity that exists within our pupil and staff bodies, as well as in our alumni and parent communities, and recognise the important role that our rich array of backgrounds and experiences plays in building a vibrant, forward-looking community. As a result, Dulwich College stands firmly against discrimination and exclusion in all its forms.

We strive to build a supportive community that encourages a sense of social responsibility and which promotes the fundamental British values of democracy, individual liberty, respect and tolerance, and the rule of law. We will continue to work alongside members of our community to progress our inclusion work and embed our core values across all aspects of College life.

All staff have a responsibility to safeguard and promote the welfare of children. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work with the safeguarding policies of the organisation.

As an employer we are committed to promoting and protecting the physical and mental health of our staff.

# Dulwich College Staff



**Katy Millis**  
**Head of Sustainability**

Coming from a background in retail management, I joined Dulwich College 22 years ago as the manager of our school shop, The Commissariat. After a number of years in this role I was promoted to head of procurement. Aspects of this role include buying FF&E for new builds, tendering for uniform and sports kit supply and looking after the Colleges utilities portfolio. My interest in Climate Change along with my role in the acquisition of the Colleges energy, water and consumables naturally lead to my current role managing the College Sustainability Action Plan. On a personal note, the College has been a great place to work with opportunities to assist with events such as Christmas Fairs and charity fundraising. I have also enjoyed making friends with both my immediate peers and within the wider college community.



**Colm O Siochru**  
**Head of Upper School**

I came to Dulwich – and to teaching – following graduate study in History. Although I'd done some undergraduate tutoring and taught on summer schools for 6th Formers considering History at university, I had limited experience in a classroom setting when I first came to interview. The pupils, and the warm, collegial atmosphere set me at ease. The College took a punt on me, trained me to teach, and helped me harness what skills and passions I have to become the best teacher I could be. There's a real system of support: from Staff Tutor and Head of Department to the camaraderie of colleagues and mentors interested in your career progression. After three years here, I became Head of History; four years later, I've taken on a new challenge as Head of Upper School. Dulwich College is a busy and demanding place to work – but if you want to teach at an institution that values intellectual ambition, personal development, and social mission, a very rewarding one, too.



**Jo Foster**  
**Upper School Registrar**

I was thrilled to join Dulwich as Upper School Registrar having enjoyed a long and positive connection through my children who were all pupils here. I work alongside a talented, diverse, and dedicated teaching and operational team for whom it is clear that the wellbeing and success of the College's students, as well as its staff, is paramount. The enthusiasm is infectious with opportunities for staff involvement across the College and career progression. My work is varied with each day bringing something new; I could be touring an international student and their family, talking to Year 10 students about joining the College and the bursaries and scholarships available, running entrance examinations, and mentoring one of our EPQ students. Dulwich is a special place to work, and I feel fortunate to be part of a dynamic, busy, and welcoming community where everyone is valued and respected.



**Alice Gardiner**  
**Financial Controller**

I was attracted to the role of Financial Controller as I considered it to be a great opportunity to transition into a finance-focused position within a supportive, socially conscious, academically minded, and future-focused organisation. I have thoroughly enjoyed settling in – one of the first things that struck me was how friendly and welcoming everyone is. I spent 18 years working for a global professional services firm Ernst & Young (EY). My career at EY covered a diverse range of roles from client delivery for financial services firms to strategic initiatives and latterly as Operations Director for the UK Financial Services Strategy & Transactions team. In addition to my role at the College, I am also the Honorary Treasurer and a Trustee for Home-Start Southwark and a current Dulwich College parent.



# Job description

---

## Job title

Payroll Manager

## Reporting to

Director of HR, with a dotted line to the Chief Financial Officer

## Period of employment

Permanent

## Hours of work

37.5 hours per week

## Salary

£50,000 - £55,000 per annum

## Tasks and duties

### Payroll Operations:

- Own end-to-end monthly payroll processing (salaried and hourly), including starters/leavers, variable pay, overtime, allowances, bonus, commission, statutory payments (SMP, ShPP, SAP, SSP), and deductions.
- Ensure accurate RTI submissions to HMRC and timely payment of PAYE/ NICs.
- Oversee pensions auto-enrolment compliance (assessments, enrolments, opt-ins/outs, re-enrolment, and re-declaration), and manage the relationship with pension providers.
- Work with Finance team so that they are able to reconcile payroll to the general ledger; post journals (gross pay, employer NI, pension, benefits, accruals) and perform month-end/quarter-end/year-end payroll close and reconciliations.
- Coordinate year-end tasks including P60s and P11Ds, including any data capture and reporting required.
- Oversee statutory reporting deadlines and obligations; maintain payroll calendar and cut-offs.



- Work with HR to administer pay reviews, bonus cycles, and annual changes (e.g., NI thresholds, NMW/NLW updates).

#### **Controls, Compliance & Audit:**

- Maintain strong internal controls and SoD (segregation of duties), with documented procedures and risk/controls matrix.
- Ensure compliance with HMRC, GDPR, and relevant employment/tax legislation; maintain secure data handling and retention practices.
- Lead payroll elements of internal/external audits, address findings and continuously improve control effectiveness.
- Manage payroll policies (overpayments, advances, expenses interfaces) and ensure accurate third-party remittances (AEOs, CSA etc).

#### **People Leadership & Stakeholder Management:**

- Act as the first point of contact for payroll and pension queries; deliver clear, timely communication to employees and managers.
- Partner with HR on data integrity, workforce changes, and policy interpretation.
- Partner with Finance on budgeting/forecasting payroll costs, reconciliations, and cashflow planning.
- Manage vendors to SLAs and drive value. Specifically, manage the payroll outsourcer to ensure all aspects of their payroll deliverables are delivered accurately, compliantly and on time.

#### **Systems & Process Improvement:**

- Own configuration and optimisation of iTrent HRIS and integrations with finance and management systems.
- Drive automation and process improvements to reduce manual intervention.
- Implement KPIs and dashboards for payroll accuracy and efficiency.
- Support HR to develop reporting functionality with iTrent data.

#### **Additional Duties**

- Any other reasonable duties related to payroll and compliance as required by the organisation.



All staff have a responsibility to safeguard and promote the welfare of children. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work with the safeguarding policies of the organisation.

All staff must take care of their own health and safety and that of others, observe applicable safety rules, follow instructions for the safe use of equipment and co-operate with managers on health and safety matters (including the investigation of any incident).

#### Person Specification

	Essential	Desirable
Hands-on experience with iTrent HRIS (configuration, reporting, troubleshooting)	Y	
Expertise in complex contractual arrangements and work patterns (part-time, term-time only, variable hours)	Y	
Proven experience managing UK payroll for 500–1,500 employees with complex pay structures	Y	
Strong knowledge of UK payroll legislation and compliance requirements	Y	
Experience of managing relationships with pension schemes and pension providers	Y	
CIPP qualification (or working towards)		Y
Strong financial acumen and advanced Excel skills	Y	
Experience in unionised or multi-entity environments		Y
Excellent stakeholder management and communication skills	Y	

# Employee Benefits Supporting Our Operations Team

\* Terms & Conditions apply

\*The benefits offered aren't contractual and may occasionally be updated



## Help to make your money go further

### Generous pension contributions

The College matches contributions up to 10% of salary

### Lunches

Join colleagues for a free lunch at the school cafeteria, or pick up and take-away if you're busy

### Eat out at a discount

Sign up to a TasteCard to receive significant discounts at many high street and local restaurants, as well as coffee and pizza delivery discounts

### Retail discounts

Retail discounts are available through SimplyHealth (automatic membership) and you can sign up to CostCo and TasteCard membership for discounts at CostCo and other high street retailers and major supermarkets

### Fee remission

Receive significant discount on fees at Dulwich College, Alleyns, JAGs and DUCKS (normal admissions process applies)

## A hand with your wellbeing

### SimplyHealth Cash Back Scheme

A scheme that gives cash back to cover some health expenses, including dental, physio, eye exams and prescriptions

### Telephone GP Support

24/7 access to online GP consultations, providing advice, diagnosis, referrals and ongoing support

### EAP (Employee Assistance Programme)

A 24/7 counselling and advice helpline offering guidance on emotional, financial and relationship matters

### Membership of our sports club

Free family membership at Dulwich College Sports club

### Eye tests

Free tests for regular computer users and a contribution to glasses needed as a result of VDU use

### Flu vaccinations

Free seasonal flu vaccinations, delivered on site

## Support for your life outside Dulwich College

### Increasing annual leave

All-year-round roles have 5 working weeks of holiday, rising to 6 weeks after 5 years' service

### Enhanced family leave

To support your family when you welcome a new addition

### A new baby perk

A cash contribution from SimplyHealth when you welcome a new baby to your family

### Time off for IVF and assisted conception

Up to 5 days off to attend key appointments

## Help should the unimaginable happen

### Life insurance

Everybody in one of our pension schemes has life insurance automatically, should the worst happen

### Accident insurance

A policy that pays benefits following an accident resulting in permanent disability or dental damage

## Help with your commute

### Bike to work

A tax efficient way to buy a new bike for your commute

### Onsite parking

If you need to drive to work, you'll find free parking onsite

## A boost to your social life

### Social activities

Social activities run throughout the year ranging from Burns nights to book clubs, from a summer party to staff quizzes

### Free entry to Dulwich Picture Gallery

Show your staff pass for free entry to the Picture Gallery

### Discount at Dulwich Golf Club

Show your staff pass to receive the discounted 'Member's guest' rate

### Discounts for private functions

Significant discounts for events are available (dependent on availability)



## Application Procedure

---

To apply for this role please visit our [vacancies page](#)

**Closing date**

25 January 2026

**Interview date**

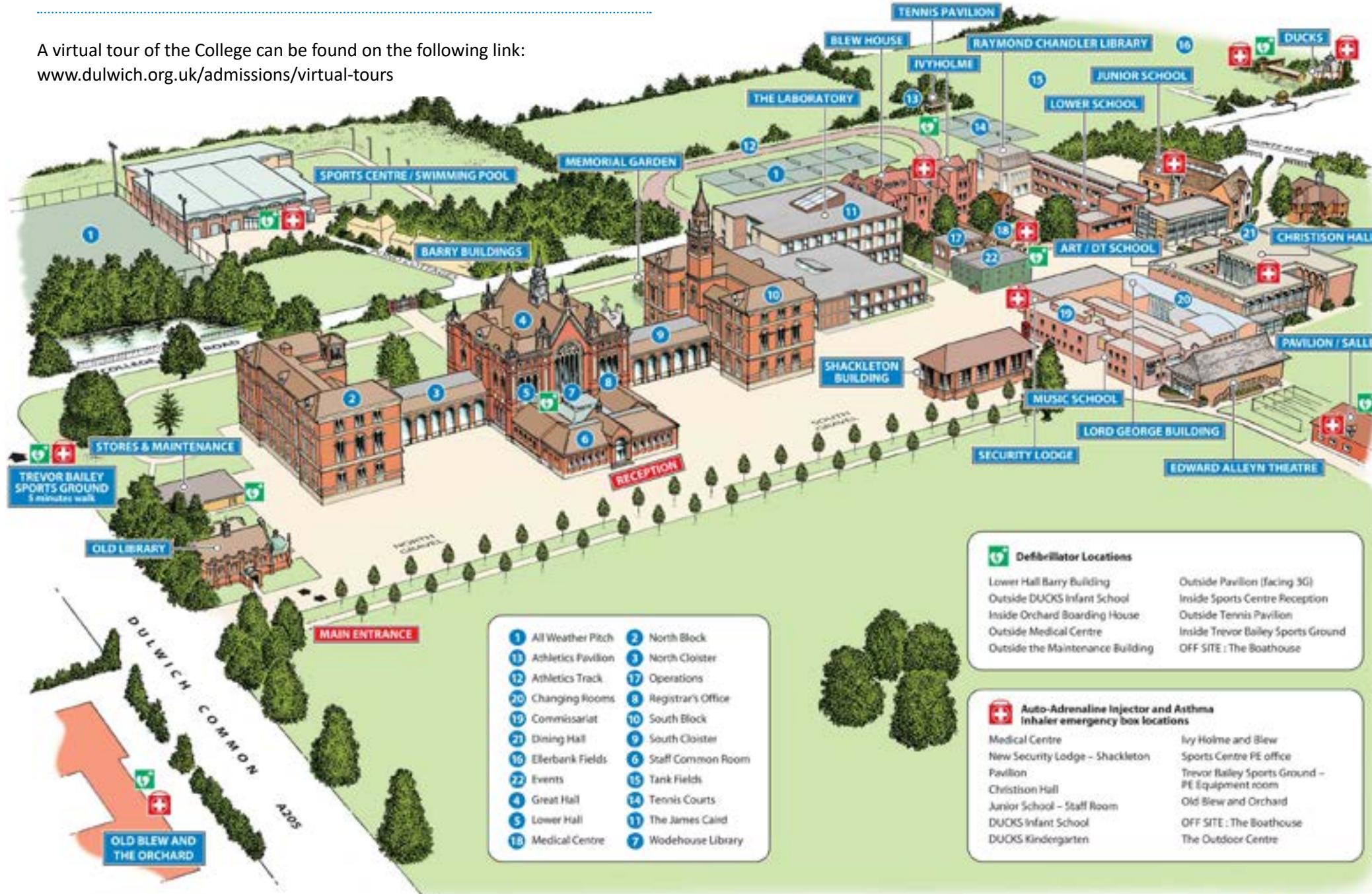
First round - w/c 2 February 2026

Second round - w/c 9 February 2026

We are committed to safeguarding and promoting the welfare of children. This is the responsibility of the whole College community. We all remain vigilant about safeguarding at the College and we never think that child abuse could not happen here or to our pupils. A DBS Disclosure is required to Enhanced level. The DBS Code of Practice and the Standard and Enhanced DBS Privacy Policy can be found on our website. Charity 1150064

# Campus map

A virtual tour of the College can be found on the following link:  
[www.dulwich.org.uk/admissions/virtual-tours](http://www.dulwich.org.uk/admissions/virtual-tours)





DULWICH COLLEGE  
Dulwich Common, London, SE21 7LD  
Telephone: 020 8693 3601  
Email: [info@dulwich.org.uk](mailto:info@dulwich.org.uk)  
Web: [www.dulwich.org.uk](http://www.dulwich.org.uk)

