

# JOB DESCRIPTION

## Payroll and Benefits Adviser



DEPARTMENT	Human Resources
REPORTS TO	Payroll Manager
RESPONSIBLE FOR	N/A
WORKING PATTERN	Monday to Friday, all year round to include Fridays on-site (your employment contract will give full details)
ISSUE/REVISION DATE	August 2025

## BACKGROUND

John Lyon's Foundation is the name given to an educational foundation, comprising three main members (Harrow School, John Lyon School and John Lyon's Charity) and seven connected entities (Harrow Association, Old Lyonian Association, Harrow School Enterprises Limited, Harrow Development Trust, The John Lyon Development Trust, Harrow International Schools Limited and Harrow Educational Investments Limited).

Based within Harrow School, the Foundation's payrolls are run centrally by the Payroll Manager supported by the wider HR team. The successful candidate will join this friendly, well-established team and will work alongside the existing Payroll Manager in order to provide a comprehensive pay and benefits service.

## THE ROLE

Deputising for the Payroll Manager in his/her absence, the post holder will be responsible for The John Lyon School payroll (approximately 200 employees) on a month-to-month basis and will provide support to the Payroll Manager with the effective end to end running of all Foundation payrolls. The post-holder will also take responsibility for processing all sickness absence.

This role will work alongside the Payroll Manager in administering the pension salary sacrifice and benefits programmes across the Foundation.

In addition, the post holder will be required to partner with the HR team and to be able to provide payroll reports and management information when required, using the School's payroll system Oasis and Business Objects reporting from iTrent.

## KEY RESPONSIBILITIES AND DUTIES

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This job description reflects the core activities of the role and is subject to change as the department and the post holder develop. The School expects that the post holder will recognise this and will adopt a flexible approach to work. In addition, the post holder will be expected to undertake such other duties within the overall scope of the role as may be required by the line manager.

### PAYROLL

- Process the John Lyon payroll each month (currently c200 staff members) and support the wider payroll process each month to remain up to date and involved as required.
- Take responsibility for administering and reporting on all sickness absence.
- Work alongside the Payroll Manager to support the processing of all other Foundation payrolls.
- Work alongside the Payroll Manager to support the administration of the Foundation's pension schemes.
- Deputise for the Payroll Manager in his/her absence.
- Answer payroll queries and give guidance on payroll issues.
- Assist with preparation of year-end returns as requested.
- Liaise with HMRC and other appropriate third parties, as appropriate.
- Provide a high quality end to end payroll experience to all employees and colleagues.

### REPORTING

- Run all monthly payroll reports for John Lyon School, including a monthly headcount report.
- Work in partnership with the HR Team to run payroll reports as and when required.
- Assist in the monthly pay reconciliations.
- Support the preparation of management reports.
- Contribute to the submission of statutory reports, including but not limited to the gender pay gap and ONS reports.
- Assist with any other ad hoc reporting request from the HR and Finance teams

### BENEFITS

- Work alongside the Payroll Manager in administering a pension salary sacrifice scheme for the Corporation's eligible pension scheme members.
- Under the Payroll Manager's guidance, coordinate staff benefit schemes such as Health Cover and Medical Cash Plans in liaison with other departments as required.
- Administer benefits alongside the Payroll Manager and Pensions Administrator as required.
- Develop and administer annual benefits statements for other staff as necessary.
- With the Payroll Manager, ensure employees understand the benefits on offer within each staff group and assist employees in the enrolment process for benefits schemes.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection policies and procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to his/her line manager or the School's Safeguarding Lead.

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application. Copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the HR Team. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

## PERSON SPECIFICATION

### QUALIFICATIONS, EDUCATION AND TRAINING

#### ESSENTIAL

- Good standard of numeracy and literacy with GCSE Maths and English as a minimum
- A level 4 payroll qualification (CIPP) or equivalent experience

#### DESIRABLE

- A degree or equivalent in Business Administration or similar relevant field

### KNOWLEDGE AND EXPERIENCE

#### ESSENTIAL

- Experience of successfully running end to end UK payrolls
- Hands on knowledge and experience of different HR and payroll software and an understanding as to how payroll interacts with the work of Accounts and HR teams
- Recording payroll data in the company's software system
- Calculating overtime, salary increases and shift payments
- Processing holiday, sick and maternity pay
- Issuing P45s and other necessary tax forms
- Answering employee questions about payroll
- Maintaining compliant policies and procedures
- Accurately deducting tax and national insurance payments

#### DESIRABLE

- Experience of successfully managing UK payrolls
- Experience of managing salary sacrifice pension schemes
- Experience of successfully overseeing internal benefits and rewards
- Working knowledge of Oasis
- Working knowledge of Business Objects
- Working knowledge of iTrent

### SKILLS AND ABILITIES

#### ESSENTIAL

- Team player
- Excellent attention to detail
- Well developed Excel and reporting skills
- Proficient with other Microsoft Office packages
- Familiar with different payroll software packages
- Excellent time management skills with the ability to work under pressure to deadlines.
- Excellent interpersonal and communication skills
- Critical thinker and problem solving skills
- Calm and resilient.

## OTHER REQUIREMENTS

- Identify opportunities and contribute to the work of the School's charitable organisation, the Shaftesbury Enterprise where possible and appropriate.

## SCHOOL VALUES AND BEHAVIOURS

All staff are expected to conduct themselves in line with the School's values which are: **Courage, Honour, Humility** and **Fellowship**. While the School's values set out what matters most to us, the behaviours below are intended as a shared set of expectations to refer to, and standards to aspire to, in our dealings with others. They are the practical application of our values.

### COURAGE

- We remain optimistic and purposeful in a disrupted world.
- We take responsibility for our decisions, even the hard ones.
- We always challenge poor behaviour in ourselves and others.
- We are open to new ideas, and seek fresh challenges.

### HONOUR

- We keep our promises.
- We act with integrity – doing the right thing, even when it is difficult or when no one is watching.
- We respect and value our traditions whilst setting them in the context of today.

### HUMILITY

- We work hard to serve others within the School and across our wider communities where possible putting their interests before our own.
- We give and seek honest and appropriate feedback, reflect on our failures and learn from them.
- We support each other through challenges and, whatever the outcome, we celebrate those that took part.

### FELLOWSHIP

- We respect each other and value our differences, knowing that we are more effective and more resilient working together.
- We are kind and inclusive; we value the contribution that each of us makes.
- We role model the behaviours that we would like to see in others; we ask only of others what we would be prepared to do ourselves.