

JOB DESCRIPTION

PAYROLL AND BENEFITS ADVISER

DEPARTMENT	Human Resources and Payroll
REPORTS TO	Payroll Manager
LINE REPORTS	None
WORKING PATTERN	Monday – Friday, 09.00 – 17.00 to include Fridays on site (your employment contract will give full details).
ISSUE/REVISION DATE	April 2026

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 and HR systems – currently Oasis and iTrent.

BACKGROUND

ABOUT THE FOUNDATION

John Lyon's Foundation comprises of two principal charitable entities

- The Corporation, which itself comprises Harrow School and John Lyon School; and
- John Lyon's Charity

The Corporation is a leading charitable, independent school entity with 1,500 pupils and, together with two subsidiaries, Harrow International and Harrow School Enterprises, forms a consolidated Group with around £90 million in annual revenues.

John Lyon's Charity is a grant giving charity which makes grants of around £12 million a year to organisations in its beneficial area of Central and North West London. John Lyon's Charity has around £400 million of assets under management.

The senior officers of the Foundation include the Head Master of Harrow School, the Head of John Lyon School, the Chief Executive of John Lyon's Charity, the Chair of Harrow International, the General Counsel of the Foundation, and the Chief Financial and Commercial Officer of the Foundation.

The Foundation Governors are the Trustees of the Corporation and the two commercial subsidiaries have Boards of Directors. The Corporation is sole Trustee of John Lyon's Charity, which is overseen by the Foundation Governors and a Charity Management Board.

Based within the Harrow School Bursary, 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 across the Foundation.

KEY RESPONSIBILITIES AND DUTIES

This job description reflects the core activities of the role and is subject to change as the department and the post holder develop. The employer 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.
- Support the production of reports for all other payrolls as requested.
- 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 routine and ad hoc reporting request by 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 as required.
- Respond to pension queries as needed regarding the Defined Contribution pension scheme.
- 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.

In the event of a successful application, candidates will be required to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure and Barring Service check (including Children's Barred List information) and prohibition checks. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions and cautions, reprimands and final warnings (including those which would normally be considered as "spent" under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the Harrow School. Please refer to the School's Recruitment, Selection and Disclosure Policy for more details.

QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES

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
- Comfortable with Excel and database reporting tools.

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.

PERSONAL ATTRIBUTES

ESSENTIAL

- High levels of integrity and discretion.
- Approachable and collaborative, building strong professional relationships with colleagues throughout the organisation.
- Flexible to respond promptly to unforeseen business tasks and priorities.