



Warwick  
Schools  
Foundation



## Information for Applicants

**Payroll Manager – Fixed Term Maternity Cover**

**To start ASAP**

# Welcome from the Foundation Principal



**Thank you for the interest you have shown in the role of Payroll Manager (Fixed Term- Maternity Cover).**

Our Foundation is unique. We are a large but united community, focused entirely on ensuring that the pupils in our care have the most exceptional of educational opportunities. All that we do has that mission at its heart. Working together, our aim is for our Foundation schools – individually and collectively – to be recognised as the most vibrant and exciting in the U.K.

We are seeking to appoint a Fixed Term Payroll Manager to help a busy and thriving Payroll Department to support the ongoing delivery of an accurate and efficient payroll service.

I hope you are inspired by what you read and will want to join us, to play a key part in our exciting future.

**Richard Nicholson MA (Oxon)**  
**Foundation Principal**



# About Warwick Schools Foundation

Warwick Schools Foundation (the Foundation) proudly educates girls and boys from 3-18 years of age. We are one of the largest independent school charities in the country, with some 2,800 pupils and 800 staff, and are committed to providing an outstanding education for all our pupils while being an exceptional place to work and the first choice for those seeking independent education for their children.

Our historic schools are Warwick Junior School and Warwick School, which operate as a through-school for boys, and Warwick Preparatory School and the King's High School, which operate as a through-school for girls with a co-educational Pre-Prep.

These schools are located on the Foundation's 55-acre site in Warwick. Between them, they educate some 2,500 pupils and offer a unique model of education in the Midlands: co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This provides 'the best of both worlds' for our pupils: teaching specifically tailored to their needs with extensive learning opportunities to collaborate outside the classroom.

In 2021 we welcomed The Kingsley School, Royal Leamington Spa into our family of schools. Kingsley is an established and highly regarded school, and has recently extended its educational provision to boys as well as girls from 3-18.

More information about the schools may be found on their websites:

[www.warwicksschool.org](http://www.warwicksschool.org)

[www.warwickprep.com](http://www.warwickprep.com)

[www.kingshighwarwick.co.uk](http://www.kingshighwarwick.co.uk)

[www.thekingsleyschool.co.uk](http://www.thekingsleyschool.co.uk)

More information on the Foundation can be found at:

[www.warwicksschoolsfoundation.co.uk](http://www.warwicksschoolsfoundation.co.uk)

The Foundation is an active membership of the following associations:

- AGBIS
- GSA
- IDPE
- HMC
- IAPS
- ISA
- ISB



# Organisational Structure

Warwick Schools Foundation, is registered as both a Charity and a Company, with the Governors being both Trustees of the Charity and Directors of the Company.

The Governing Body is the legal guardian of Warwick Schools Foundation and is responsible for ensuring that it delivers its charitable objective:

'To advance education by carrying on in or near Warwick, day and boarding schools for boys and girls.'

Governors delegate the operational running of the Foundation to the Foundation Principal, who acts as Chief Executive Officer with direct accountability for the Foundation and all its activities. The Foundation Principal is Mr Richard Nicholson. He is supported by the Foundation Bursar, Mrs Victoria Espley, who acts as Chief Operating Officer for the Charity.

This role will report to the Foundation Director of Finance.



# Our Facilities

## Warwick Campus

Home to some 2,500 pupils aged 3–18, the 55-acre Campus boasts outstanding and cutting-edge facilities for our pupils. The campus has received significant investment over recent decades, including Warwick Hall, which was completed in 2016.

King's High School was also relocated from its historic town centre site in 2019 to join Warwick Preparatory School and Warwick School in a purpose-built home on one spacious, green campus. As part of this relocation, facilities were developed for all schools including:

- Enhanced sports facilities, including a 3G rugby pitch for Warwick School, five netball and six tennis courts.
- A series of pedestrianised Quads.
- A shared Sixth Form Centre for both Warwick and King's High School students to enjoy for shared curriculum enrichment and social activities.
- Improved play space for Warwick Preparatory School, including a nursery garden and 'forest school'.
- A shared Music School for the pupils of King's High and Warwick Preparatory School.

## Leamington Campus

The Kingsley School is home to around 300 pupils. Situated in the centre of Leamington, the excellent facilities include the Prep School, Senior School, and a dedicated Sixth Form Centre. Twelve acres of playing fields are just a short drive away and include a pavilion and netball and tennis courts.

Investments over recent years have included a bright and welcoming new Learning Resource Centre, a modern and completely refurbished gym and a beautiful garden.



# Job Description

## Post Title:

Fixed Term Payroll Manager (Maternity Cover)

## Hours of Work:

9am – 5pm, Mon- Fri

## Salary range

Band 45-48 (£52,209 - £55,957)

## Location

On Site / Warwick Campus

## Start Date

ASAP

## Reporting Lines

The post holder will report to the Foundation Director of Finance

## Purpose of this Job Description

The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

## Responsibilities

- Lead the payroll function to ensure all employees are paid accurately and on time.
- Manage the input and maintenance of payroll records, ensuring accurate recording of pay, benefits, overtime, absence and other adjustments
- Manually checking Human Resources and managers salary calculations.

- Ensuring that the monthly and annual reporting cycles to HMRC, pension providers and others are met.
- Overseeing the implementation of annual pay review changes to ensure that all elements are accurate
- Participating in annual salary surveys such as those required by the Office of National Statistics
- Ensuring that accurate and up to date records are maintained using agreed systems, which facilitate the production of management information and ad hoc reporting.
- Managing Pensions reporting, auto-enrolment, and compliance, for all staff, working alongside Pension Advisors and Human Resources as required
- Provide market-based benchmarking data as required.
- Preparing documents, files and reports for annual audit purposes including TPS, HMRC and statutory requirements
- Assisting with colleagues’ payroll queries and liaising with Human Resources as appropriate
- Being proactive in communicating with colleagues and other departments
- Assist with ad hoc tasks as required.
- Ensure compliance with HMRC regulations, including PAYE, NI and statutory payments such as SSP, SMP and SSP
- Prepare and submit of monthly and annual returns including FPS, EPS, P11Ds and year-end processes
- Respond to payroll queries from staff in a timely and professional manner, escalating complex issues where appropriate
- Maintain confidentiality and data protection standards in line with GDPR

- Support in system upgrades and the implementation of process improvements and automation
- Maintain accurate records and documentation for audit purposes
- Assist with the documentation of processes and system improvements
- Ensure the continuous smooth running of the department in periods of absence (e.g. annual leave)
- To assist with any other duties as required by the Foundation Director of Finance

## Additional duties

- The post holder must comply with the Data Protection Act 1988, the Computer Misuse Act 1990 and all other policies as detailed on the Foundation Hub and in the staff handbook.
- To report any Health & Safety problems to the Health & Safety Manager.

# Job Description

## **Safeguarding and Protection of Children and Young Persons**

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS) and other pre-starter checks as required by the regulations governing the appointment of staff within education.

These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

## **Health and Safety**

As an employee you are expected to:

1. Take reasonable care of your own health and safety.
2. Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do during your work.
3. Co-operate with your employer, making sure you get proper training, and you understand and follow the company's health and safety policies.
4. Not interfere with or misuse anything that's been provided for your health, safety, or welfare.
5. Report any injuries, strains, or illnesses you suffer as a result of doing your job.
6. Tell your employer if something happens that might affect your ability to work (e.g., becoming pregnant or suffering an injury)
7. If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy.

# Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>•Competent English Language skills</li> <li>•Recognised payroll qualification (minimum CIPP Level 5) or suitably qualified by experience.</li> <li>•Proven experience in a Payroll Management role, ideally within the education sector</li> <li>•Strong knowledge of payroll legislation and pension schemes</li> </ul>	<ul style="list-style-type: none"> <li>• Degree</li> </ul>
<b>Experience/Knowledge</b>	<ul style="list-style-type: none"> <li>•Proficiency in payroll systems and Microsoft Office, particularly Excel</li> <li>•Ability to identify problems and solutions.</li> <li>•Understanding of data protection legislation and implications.</li> </ul>	<ul style="list-style-type: none"> <li>•Experience using the payroll system iTrent or similar</li> <li>•Familiarity with independent school structures and staffing models</li> <li>•Experience of working within education, charity or SME environments</li> <li>•Knowledge of Teacher's Pension Scheme</li> <li>•Worked in a similar role within a multi-site organisation of a similar size (1,000+ employees)</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>•High degree of accuracy and meticulous attention to detail.</li> <li>•Highly organised and structured.</li> <li>•Ability to manage time effectively, prioritise tasks and meet deadlines</li> <li>•Excellent interpersonal and communication skills</li> <li>•Ability to build effective working relationships</li> <li>•with key colleagues outside of the Finance Department.</li> <li>•Ability to work independently and as part of a team</li> <li>•Discreetly being able to manage confidential matters</li> <li>•Ability to deal confidently with payroll queries.</li> </ul>	

# Person Specification

	Essential	Desirable
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>•Flexibility to support colleagues with day-today tasks and duties.</li> <li>•Ability to relate to, and promote the ethos of, the individual schools and the Foundation.</li> <li>•Discreet and capable of working with highly sensitive information.</li> <li>•Security conscious at all times.</li> </ul>	
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	<ul style="list-style-type: none"> <li>• Understands their role in the context of safeguarding children, young people, and vulnerable adults</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>	
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Understanding of the requirements of Equality and Diversity</li> </ul>	

# Further Details

**Working hours: 37 per week (9am – 5pm)**

**Working weeks: All year round**

**Pay Banding: Band 45-48 (£52,209 - £55,957)**

## Other benefits:

- Competitive contributory pension scheme (employee contributions matched by employer contributions up to 14%).
- Employee Assistance Programme.
- Six weeks annual holiday plus public holidays.
- Life Assurance benefits.
- Free meals and refreshments provided during the working day.
- Free parking on site.
- A virtual GP and Physio service.
- Access to a wide range of retail discounts.
- Salary sacrifice schemes.
- Use of the Sports Complex for staff.
- A strong, supportive staff community.
- Some flexible working will be considered depending on the vacancy.

## Appointment Method

An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

Warwick Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

## Equality, Diversity and Inclusion

The Warwick Independent Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position, you will actively support an environment and workplace culture that values equality, diversity and inclusion.



## Appointment Timetable

**Deadline for submission of applications  
(on the standard application form): Sunday 12<sup>th</sup> April 2026**

**Interview date:** As soon as possible thereafter

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Warwick Independent Schools Foundation, a registered charity, number 1088057  
A company limited by guarantee; Registered in England; company number 4252305  
Registered office: Warwick School, Myton Road, Warwick CV34 6PP