



*Chorus Education Trust is a growing Multi-Academy Trust, founded by Silverdale School in Sheffield. We collaborate with primary and secondary schools across South Yorkshire and north Derbyshire, drawing on the outstanding expertise in our region to ensure every child gets the very best education possible.*

## **Payroll Officer**

### **Permanent Annualised Hours Contract**

**Grade 6 - Spine Point 21-26 (£25,801 - £29,636) pro rata**

**1300 hours per annum less annual leave allowance  
(Based on 25 hours over 52 weeks)**

Required to start as soon as possible, an enthusiastic and knowledgeable Payroll Officer to work within Chorus Education Trust. Focusing on the smooth accurate and timely running of the payroll management system, working with the Trust Business Manager and Finance manager.

The Payroll officer will: administer payroll, ensuring group & HMRC compliance with all PAYE & pension legislation, process all payments and HMRC submissions and produce month end reports, deal with all staff queries and changes. Working with the Trust business team to understand compliance and assist in on boarding new schools into the in-house payroll system.

Applicants should have proven experience of payroll management, exceptional organisational and communication skills, the ability to work as part of a team maintaining diplomacy and confidentiality, self-reliant and self-motivated, able to work with minimal supervision.

Applicants are welcome to discuss any aspect of the role with Georgina Butler (Finance Manager). There may be the opportunity for the hours to be increased for the right candidate.

Application packs are available from [www.chorustrust.org](http://www.chorustrust.org) and completed application forms should be returned by email to: [recruitment@chorustrust.org](mailto:recruitment@chorustrust.org)

**Please note CV's and Sheffield City Council application forms  
will not be accepted.**

Closing date for applications – **Sunday 30 June 2019 (11:59pm)**  
Interviews will take place – **Week Starting 8 July 2019**

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Address: Silverdale School, Bents Crescent, Sheffield S11 9QH Tel: 0114 236 9991

Email: [enquiries@silverdale.sheffield.sch.uk](mailto:enquiries@silverdale.sheffield.sch.uk) [www.silverdale.sheffield.sch.uk](http://www.silverdale.sheffield.sch.uk)