



**Thomas's**

# Payroll, Pensions & Benefits Officer

To submit an application please send the completed application form, a copy of your CV and a covering letter to Fleur Warren

**[fwarren@thomas-s.co.uk](mailto:fwarren@thomas-s.co.uk)**

**[thomas-s.co.uk](http://thomas-s.co.uk)**



# Payroll, Pensions & Benefits Officer

## To start as soon as possible

### Application Details

Applications invited from experienced, dynamic and enthusiastic payroll, pensions and benefits professionals. This is an exciting opportunity to work in a flourishing, innovative and friendly environment.

For further details go to the Thomas's London Day Schools website:  
[www.thomas-s.co.uk/join-our-team](http://www.thomas-s.co.uk/join-our-team)  
or email:  
[fwarren@thomas-s.co.uk](mailto:fwarren@thomas-s.co.uk)

To apply for this post please complete the school's application form [Click Here](#) and forward it together with your CV to [fwarren@thomas-s.co.uk](mailto:fwarren@thomas-s.co.uk)

Competitive salary and conditions are offered.

Please note that referees will be contacted prior to the interview.

Applications will be considered upon receipt so an early application is encouraged.

Closing date:  
**9am , Monday 15th April 2024**

Interviews:  
**W/C 22nd April 2024**

Start date:  
**ASAP**

*Thomas's London Day Schools are committed to safeguarding the welfare of children and young people and expect all staff to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to safeguarding checks, including an enhanced DBS check.*

*This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.*

*The safeguarding responsibilities of the post as per the job description and personal specification.*

*For details of the checks which will be undertaken as part of our recruitment process, please see our Recruitment Policy which can be found here [www.thomas-s.co.uk/policies/](http://www.thomas-s.co.uk/policies/) under the 'Thomas's Policy' tab.*



# Welcome to Thomas's London Day Schools

Thomas's London Day Schools (TLDS) is a group of independent schools in South West London comprising of one kindergarten and five schools. We are also about to embark on an exciting period of expansion following the acquisition of an exceptional site in Richmond to provide outstanding new premises for our co-educational senior school. The new school, Thomas's College, will open in September 2025 and will offer a world-class secondary education to students aged 11-18.

TLDS employs over 700 staff who work in the individual schools and in a central office in London. The Payroll department is currently based in Ringwood, Hampshire but following the relocation of the HR team to London earlier this year, we are restructuring and relocating the payroll provision to work within the HR team at our offices in London. We are now recruiting for the new role of Head of Payroll, Pensions and Benefits.

The successful candidate will provide the day-to-day running of the Payroll, Pensions and Benefits team within the HR Department, delivering a first-rate Payroll service and supporting the implementation of a new flexible benefits package for staff and leading on a variety of payroll, pension and benefits matters.

With the support of a Payroll, Pensions and Benefits Administrator, the successful candidate will provide a complete payroll service, with responsibility for all payroll operations including processing pay, pensions and benefit elements for starters, leavers and other changes, pension administration including the Teachers' Pension Scheme and Defined Contribution Scheme, management of private health and other employment benefits and salary sacrifice schemes.





# Payroll, Pensions & Benefits Officer

## Reporting to:

The Head of Payroll, Pensions and Benefits

## Contract:

This role is a full-time, year-round role

## Salary:

£35,000pa

## Holiday:

30 days + Bank Holidays

## Flexible Working:

Some flexibility can be offered to work from home. This would likely be a minimum of 3 days a week based in the office with the option of up to 2 days a week working flexibly from home.

The needs of the schools will dictate the days spent in the office and at home.

## Location:

London Group office (Plantation Wharf, Battersea) with occasional travel to our Schools (London) for meetings as required.



*This role involves regular contact with children and falls within the category of regulated activity; therefore, the school will conduct safeguarding checks, including an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.*

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.*

*The post holder will have responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact and will be required to adhere to the school's policies 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, he/she must report any concerns to the school's Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) immediately.*

# Job Description for Payroll, Pensions & Benefits Officer

The successful candidate will support the day-to-day running of the Payroll, Pensions and Benefits within the HR Department, supporting the delivery of a first-rate Payroll service and support the implementation of a new flexible benefits package for staff. It is an all-encompassing role working on a variety of payroll, pension and benefits matters.

The Payroll Officer will report to the Head of Payroll, Pensions and Benefits

## Main Responsibilities :

- Completion of the end-to-end payroll, pensions and benefits process across the whole group, including preparation and processing of two payrolls to tight deadlines.
- Processing paperwork for starters, leavers and all other amendments to payroll, working closely with the HR team to ensure all information is correctly processed and all appropriate documentation is in place.
- Inputting, calculating and recording of all statutory payments including SMP, SSP, SPP, etc.
- Inputting all third party and additional payments and deductions.
- Processing all other pay related data such as overtime, average earnings holiday pay, salary sacrifice, student loans, season ticket loans, apprenticeship levy etc.
- Receiving and verifying timesheets, inputting and calculating gross pay including holiday pay where applicable.
- Preparation and processing of year-end information and reports for both payroll including P11Ds and for the year end audits as required.

- Administering pensions auto enrolment and dealing with pension and payroll related staff queries at all levels across the Group.
- Uploading pension deduction information to pension providers on a timely basis including Teachers' Pensions and the Group's defined contribution scheme.
- Recording sickness, absence, and annual leave in line with terms and conditions.
- Support the development and implementation of payroll, pensions and benefits systems changes.
- Keeping up-to-date with relevant changes in payroll legislation.
- Preparing and checking reports and salary review data and associated letters.
- Filing and administration of all payroll documentation.
- Liaising with HMRC on payroll matters and requests from the National Statistics Office as necessary.
- Working closely and communicating to the Finance department, helping and supporting the salary information required to process the billing to parents termly.

This Job Description is not exhaustive and the post holder may, from time to time, be asked to take on additional tasks that are suitable to the role.



## Person Specification

### Qualifications/professional development

- Formal education to at least A Level (or equivalent).

### Knowledge/experience

- Proven experience as an effective Payroll Administrator / Officer.
- Experience of working within an education setting. **Desirable**
- Basic understanding of employment law relating to pay, and pensions scheme rules, including knowing where guidance is available to employees.
- Knowledge of Payroll & Pensions functions (processing monthly payrolls, external pension providers, dealing with HMRC processes, etc.).
- Knowledge of in-house Payroll Systems **Desirable**
- Knowledge of GDPR and Data Protection laws.
- An awareness of safeguarding.
- An understanding of and commitment to the School's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of the work.

### Skills and abilities

- Hard-working and dedicated.
- Ability to work autonomously and as part of a team.
- Excellent I.T. skills, including MS Excel , MS Word, Payroll and Pension modules.
- Calm under pressure.
- Excellent time management.
- High level of attention to detail.
- Excellent communication skills, both written and verbal.
- Excellent interpersonal skills, with the ability to liaise with key stakeholders throughout the school.



# Our Values



**Kindness**



**Courtesy**



**Honesty**



**Respect**



**Perseverance**



**Independence**



**Confidence**



**Leadership**



**Humility**



**Givers,  
Not Takers**

## **KINDNESS**

We expect pupils at Thomas's to be kind; to be good friends to those around them, always on the lookout for those in need of a word of encouragement or a listening ear. We expect our pupils not just to tolerate but to celebrate difference including faith, beliefs and culture.

## **COURTESY**

We expect our pupils to be unfailingly courteous and polite; to have regard for the needs of others; to be responsible for the impact of their behaviour on those around them; to stand back, holding the door open, to allow adults through; to be particularly aware of the very young and the very old; not to 'hog the pavement' on school trips; to say "please" and "thank you" without prompting.

## **HONESTY**

We expect our pupils to be honest, to act with integrity at all times and to understand the rule of law.

## **RESPECT**

We encourage all members of the community to respect themselves, each other, their learning environment

and the wider community; to respect the right of others to hold differing beliefs or views and to develop an awareness of individual liberty.

## **PERSEVERANCE**

We would like our pupils to appreciate the importance of, and to show, perseverance; to acquire a 'growth mindset' by understanding that intelligence can be developed; to embrace challenges; to persist in the face of setbacks; to see effort as the path to mastery; to learn from criticism; to find lessons and inspiration in the success of others and, as a result, to reach ever-higher levels of achievement and a greater sense of free will.

## **INDEPENDENCE**

We would like our pupils to become independent learners; to be responsible, organised and to manage their books and belongings effectively; to work hard; to be conscientious about their homework. In the classroom, we would like them not only to make valid contributions, but also to be good listeners, who respect and encourage the efforts of their peers. We hope that, as a result  
OUR VALUES WHERE KINDNESS

COMES FIRST of their lessons at school, our pupils will begin to take responsibility for their own learning, reading around subjects that interest them, carrying out their own research and making full use of the many excellent resources available to them. As a result, we would like our pupils to gain a growing sense of enquiry and wonder about the world around them; about the vast body of knowledge and skills that has brought mankind to where we are today - and about how much there is still to learn.

## **CONFIDENCE**

We expect our pupils to acquire self-knowledge by encountering both success and failure in an environment of support and encouragement, both at school and at home. Consequently, they should feel 'comfortable in their own skin', full of self-confidence and able to make their own judgements. We would like our pupils to be the best version of themselves that they can be, not a second-hand version of someone else.

## **LEADERSHIP**

We aim to equip our pupils to lead by example; to be prepared to stand

out from the crowd; to be the first to respond to someone in need; to stand up for what they believe to be right; to risk making an unpopular decision, if they believe it to be for the greater good; to earn the trust and respect of others. We hope that our pupils will experience at an early age the opportunities and challenges of leadership.

## **HUMILITY**

Notwithstanding their confidence, our pupils are expected to retain a sense of humility; to be conscious of the advantages they enjoy and to be grateful for them. We hope that all our pupils will acquire a sense of the eternal and that this will inform their perspective of their place in the world.

## **GIVERS, NOT TAKERS**

Above all, we would like our pupils to be givers, not takers; to show generosity of spirit; to use their skills and talents first for the benefit of others. We hope that Thomas's pupils will leave their school with a strong sense of social responsibility, set on a path to become net contributors to society and to flourish as successful, conscientious and caring citizens of the world.





**Be Kind  
Be Thomas's**