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Required as soon as possible
HR & Payroll Officer
37 hours per week (8.00-16.00, 35 minutes for lunch)
Term time + 2 weeks
Scale 5/6 depending on experience
Actual salary range £19,457 - £21,912

The Principal and Governors of this highly successful oversubscribed 11-16 college are seeking to appoint a HR & Payroll Officer. As an integral member of the admin support team, you will lead on providing a comprehensive HR and payroll service across the school with guidance from the School Business Director.

You will be responsible for providing a first class, effective HR and Payroll administration service covering all aspects – recruitment, induction, support, wellbeing, absence management, resolution of payroll and pension queries etc. You will provide direction and guidance to staff and managers, seeking support from the external provider of HR services when necessary.

We are seeking a confident and approachable 'go to' person with excellent interpersonal skills. You should have experience in dealing professionally with a wide range of people and respectful of the confidential nature of the work. You should have a range of strong administrative, ideally with experience in HR and Payroll and have a working knowledge of all Microsoft packages.

To apply please complete the UCC application form which can be downloaded from the UCC website – www.uppinghamcollege.org.uk and a letter of application, in which you should outline how your experience and/or qualifications match the requirements of the post. Completed applications should be submitted to bagga_b@ucc.rutland.sch.uk

Closing Date: Wednesday 9th December, 9:00am

Interview Date: Tuesday 15th December

The College is committed to safeguarding and promoting the welfare of children and all posts are subject to enhanced DBS checks