



# MARLBOROUGH COLLEGE



## *Appointment of*

## Payroll and Pensions Manager



*Founded in 1843, Marlborough College is the largest co-educational full boarding school in the UK, educating just over 1,000 pupils, aged 13 to 18 years.*

Marlborough offers a contemporary, challenging and enriching education to pupils who have aspiration, are socially conscious and are keen to make their contribution to and mark in both the school community and society. Whilst we are proud of our Anglican heritage, we have an inclusive ethos and are welcoming to pupils of all faiths and none. The pastoral care delivered through our 16 boarding houses is unrivalled, ensuring each child is known and cared for individually. The Guidance Centre exists to make sure that further education and careers after school are fully explored and carefully planned.

We are proud of our academic ambition at Marlborough. It is testament to our outstanding academic education and world-class co-curricular activities that our pupils are invariably ambitious, aspirational and high achieving. More than 80% of our pupils gain places at Russell Group universities or Oxbridge, our sports teams regularly reach the latter stages of national competitions, our Symphony Orchestra plays in partnership with the Southbank Sinfonia and our artists exhibit in the Mount House Gallery. Our pupils are ambitious and high-achieving, and are encouraged to be outward facing, and to aspire to change things for the better.

# *An Introduction to Marlborough College*

## *Our Location*

Located in one of the most attractive market towns in the country, the College occupies 286 acres of stunning landscape in Wiltshire. The Marlborough Mound, a man-made structure dating back to 2,400BC, lies at the heart of the campus and the school itself is built on the ancient palace of King John.

Marlborough is a leading co-educational independent boarding school incorporated by Royal Charter and a registered educational charity. There are currently c.1011 pupils, 150 teaching staff and over 400 support staff.

There are sixteen Boarding Houses, with a seventeenth House being our first Day Boarding due to open in September 2026, together with over 200 acres of grounds and playing fields.

Further information about the College may be found on the College website at [www.marlboroughcollege.org](http://www.marlboroughcollege.org).

## *Beyond the College*

Connections with the College's alumni, both within the UK and internationally, are exceptionally strong and valued. Our wholly owned subsidiary, Marlborough College Malaysia, adds an important global aspect to the Marlborough family. We are committed to access and outreach and there is a well-developed partnership with Swindon Academy as well as involvement with local and international schools and institutions.



# *Our Vision and Strategy*



## *Our Vision*

**Marlburians are well-rounded individuals: academically ambitious, open-minded, adaptable and socially minded with a strong sense of perspective for their community and the wider world.**

Our mission is to deliver the best independent, co-educational full boarding education in the United Kingdom and to be recognised for this globally. A Marlborough College education will equip young people to meet the challenges of a complex and evolving modern world. They will be intellectually agile innovators, harnessing the creative energy of diverse opinions and striving to make a real difference in society.

## *A Contemporary Strategy for a Changing World*

As we continue to look to the future, we are committed to the following key programmes of work:

- A pioneering academic strategy and approach to teaching, that will maximise the academic outcomes for all pupils; a best-in-class provision for our most academically able.
- The ambitious bursary fundraising campaign to increase the number of young people on full bursaries.
- An expanded outreach programme to support more schools, people and causes both locally and beyond.
- A global approach to professional partnerships with other educational institutions and with businesses.
- Ongoing enrichment to our exceptional co-curricular, spiritual and pastoral provision.
- Working in stronger partnership with our local community.
- The execution of our bold and sustainable Campus Master Plan, including the building of new facilities and the conservation of our heritage assets and natural landscape.

# Our Vision and Strategy

## Our Ethos, Values and Aims

### Our Ethos: where potential meets opportunity

The Marlborough College way of life is one of positive transition and growth. Children arrive here with inherent potential. Our role is to provide the opportunity for each child to find that potential within themselves and to help them to fully realise it. There is no one 'right' progression through Marlborough. We celebrate and take pride in the individual and unique journeys of each of our pupils. Children thrive here by taking responsibility for their own path, united by the common goals of being the best that they can be and adding the most value they can to our school community and beyond.

### Our Values

These are the essential foundations of our community which enable everyone to contribute, to be valued and to fulfil their potential.

- Community
- Service
- Ambition
- Initiative

### Our Aims

#### *To provide a safe, inclusive and nurturing community*

- Marlborough is a diverse community with wellbeing and mutual respect at its heart; pupils, teachers and parents collaborate to ensure everyone thrives because they feel happy, secure and valued.

#### *To instill a commitment to service*

- Marlborough fosters a culture of service and responsibility which equips pupils to make a positive difference and have a beneficial impact upon the wider world.

#### *To foster ambition*

- Marlborough provides inspirational learning opportunities, motivating pupils to fulfil their potential, develop intellectual curiosity and become life-long learners.

#### *To develop initiative*

- Marlborough encourages pupils to be curious and open-minded and supports them in pursuing new initiatives and developing leadership



# *The Marlborough Difference*



*The Marlborough we envisage will be a leading, outward-looking, diverse and inclusive school where children with potential are given the opportunity to make a difference. We are deeply committed to making a Marlborough College education accessible to any talented child, whatever their background or financial circumstances, and have been working to make this a reality for a number of years.*

The cornerstone of our work on access is *The Marlborough Difference*, our ambitious campaign aiming to dramatically increase the number of full bursary places to 100, so that 10% of pupils will receive a free education at Marlborough by 2033. Launched earlier this year, this is one of the biggest bursary fundraising campaigns ever run in this country, we will raise £75 million which will fund a combination of both the bursary endowment, and current pupil bursaries. We have already raised £26 million, a testament to the Marlborough community's unreserved commitment to and support of our goals.

We embrace the valuable opportunity that the campaign affords us to not only make a difference to the bursary recipients but also to the school and wider society. Increasing the number of pupils on free places is expected to have a transformative impact on the College by creating a more diverse pupil community.

# *Equity, Diversity and Inclusion*



*Marlborough College is an equal opportunities school that draws staff and pupils from throughout the United Kingdom and internationally. The College values all pupils and staff equally and aims to provide an environment in which all can achieve their full potential, regardless of their protected characteristics*

Marlborough is committed to creating a diverse and inclusive school community because we know that when we get this right, we thrive. We aim to create a full boarding community that celebrates all our pupils, staff and families without exception, and our commitment to diversity, equity and inclusion means that whoever you are, you are welcome and valued here.

Marlborough works closely with established leaders in the field of inclusion education to create a robust and varied annual programme. Everyone's Invited, Jude Guaitamaachi, Derek Paravicini and Dr Charlie Easmon speak to and provide workshops for pupils, staff and parents.

For us, inclusion and diversity are ingrained in who we are today because we know it is what will produce happy and successful young people for tomorrow. But our work is far from over. In fact, we continuously push for better.

# *Job Description*

## ***Purpose of the role***

To lead, manage and administer the College's end-to-end payroll and pensions function, ensuring accurate, secure and timely processing in compliance with statutory, regulatory and audit requirements. The postholder will act as the College's subject matter expert for payroll and pensions particularly the Teachers' Pension Scheme (TPS) ensuring compliance, providing high-quality support to staff, and maintaining accurate financial and HR records.

## ***Key Duties and Responsibilities***

### ***Payroll Administration***

- Manage the full monthly payroll cycle for all staff groups
- Prepare, verify and process all payroll changes including starters, leavers, contractual variations, overtime, allowances and statutory payments.
- Ensure RTI submissions, statutory deductions, PAYE, National Insurance, Apprenticeship Levy and all HMRC requirements are completed accurately and on time.
- Reconcile monthly payroll reports and control accounts, investigate discrepancies and ensure corrective actions are taken.
- Produce monthly and annual payroll journals for upload to the Finance system.
- Develop and maintain robust internal controls to ensure payroll integrity and audit readiness
- Maintain secure and accurate payroll records in accordance with GDPR.
- Provide support for annual statutory audit

### ***Pensions Administration***

- Administer all School pension schemes, including:
  - Teachers' Pension Scheme (TPS)
  - Defined contribution or group personal pension arrangements
- Ensure accurate contribution calculations, monthly returns and statutory submissions.
- Manage auto-enrolment processes and re-enrolment cycles in line with legislation.
- Prepare annual pension audit data, respond to auditor queries and ensure compliance with scheme rules.
- Act as the College's internal expert on TPS, ensuring compliance with scheme rules
- Provide guidance to employees on pension processes (not formal financial advice).

### ***Compliance & Reporting***

- Ensure all payroll and pensions processes comply with employment law, HMRC regulations, TPS guidance and statutory deadlines.
- Prepare year-end reports including P60s, P11Ds, Teachers' Pensions EOYC and other statutory statements.
- Support the development and upkeep of payroll and pensions policies and guidance, ensuring best practice and continuous improvement.
- Support safeguarding compliance by understanding and upholding confidentiality and safer recruitment requirements.

### ***Systems & Process Improvement***

- Maintain and update the School's HR/Payroll/Finance systems with high data accuracy.
- Lead a review and redesign of payroll workflows to eliminate manual steps and improve efficiency
- Assist with system changes, upgrades, or implementation of new payroll or HRIS solutions where required.
- Develop and maintain efficient workflows, checklists and controls to ensure robust payroll governance.
- Collaborate with HR, Finance and IT to optimise data flows and system integration

### ***Stakeholder Support***

- Act as the primary point of contact for payroll and pensions queries from staff.
- Work collaboratively with HR, Finance, IT and departmental managers to support payroll-related activity.
- Provide clear, professional communication to stakeholders at all levels.

### *Health & Safety*

All staff are responsible for considering the Health and Safety of themselves and others as an integral part of their job and are expected to comply with the College Health and Safety policy.



# Person Specification

The following criteria outlines the qualifications, experience, skills, and personal attributes considered essential and desirable for success in this role. Candidates are expected to demonstrate how they meet these requirements through their application and during the selection process. The specification is designed to support fair and consistent recruitment, ensuring the appointment of the most suitable candidate.

## Qualifications & Professional Development

Criteria	Essential	Desirable
A-Level education or equivalent	✓	
CIPP qualification or working towards one	✓	
Payroll or pensions-related CPD	✓	
Degree-level qualification		✓
Project/Change management		✓

## Knowledge & Experience

Criteria	Essential	Desirable
Extensive experience managing end-to-end payroll	✓	
Strong working knowledge of Teachers' Pension Scheme rules and processes		✓
Experience administering multiple pension schemes	✓	
Understanding of HMRC regulations, statutory payments and payroll legislation	✓	
Experience working in an education environment		✓
Experience preparing payroll audit schedules	✓	
Knowledge of GDPR and data protection in relation to HR/Payroll	✓	
Experience improving or automating payroll workflows		✓
Experience implementing or upgrading payroll/HRIS systems		✓

## Skills & Abilities

Criteria	Essential	Desirable
High attention to detail and numerical accuracy	✓	
Ability to work autonomously and prioritise a busy workload	✓	
Excellent IT skills including HRIS/Payroll software and intermediate Excel	✓	
Strong problem-solving and analytical skills	✓	
Ability to communicate clearly and professionally with staff at all levels	✓	
Ability to meet tight deadlines and work well under pressure	✓	
Ability to suggest and implement improvements to systems/processes	✓	
Ability to redesign and improve payroll processes	✓	
Ability to influence and support change initiatives		✓

## Personal Attributes

Criteria	Essential	Desirable
Professional, discreet and trustworthy	✓	
Calm, organised and methodical	✓	
Commitment to safeguarding and child protection	✓	
Commitment to diversity, equity and inclusion	✓	
Collaborative, supportive and approachable	✓	
Proactive and solutions focused	✓	
Able to lead change and influence others	✓	

# *Employee Benefits*

*The successful candidate will be eligible for the following benefits upon commencement of employment:*

- Competitive salary;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Legal & General;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- Holiday entitlement is 33 days per annum, including statutory public holidays;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Marlborough College Fitness Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- Cycle to Work scheme;
- Discounts with many local businesses within Marlborough



# *Appointment Process and How to Apply*



## *How to Apply*

Candidates should submit a completed application form, a full Curriculum Vitae (including comprehensive details of key achievements and responsibilities) and a covering letter outlining reasons for your application.

To apply, please visit: [Vacancies at Marlborough College](#). The closing date for applications is **midday on Tuesday 7<sup>th</sup> April 2026**

## *Appointment Process*

Interviews, along with a written task, will be held for shortlisted candidates **w/c 13<sup>th</sup> April 2026**.

Should we receive a significant number of applications prior to the closing date, we reserve the right to shortlist and conduct interviews ahead of schedule.

If you require any reasonable adjustments to assist you in the selection process, please advise us of these so that we can make appropriate arrangements.

If you would like an informal discussion regarding the role, please contact the HR Team on [recruitment@marlboroughcollege.org](mailto:recruitment@marlboroughcollege.org).

For further information regarding Marlborough College's policies please click on the link for each policy: [Recruitment, Selection and Disclosure Policy](#), and [Safeguarding and Child Protection Policy](#).

# *Appointment Process and How to Apply*

## ***Marlborough College's Safeguarding Statement for all applicants:***

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Staff must adhere to and ensure compliance with the College's Safeguarding Policy at all times.

In line with Keeping Children Safe in Education legislation and safer recruitment practices, the College (or appointed third party on our behalf) will conduct an online search for all shortlisted candidates. The online search is part of the statutory safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

The College applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the College which amount to regulated activity with children. As this role meets the legal definition of regulated activity with children, the successful candidate will be required to complete a DBS Disclosure Online Application Form. Employment with the College is conditional upon the College being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the College will be handled in accordance with any guidance and / or code of practice published by the DBS.

The College will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the College to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so.

This role is also exempt from the Rehabilitation of Offenders Act 1974 and the College is therefore permitted to ask applicants to declare all convictions and cautions (including those which would normally be considered "spent") to assess their suitability to work with children. However, applicants do not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

Having a criminal record will not necessarily prevent you from taking up employment with the College. Instead, the College will assess each case on its merits and with reference to the College's objective assessment procedure set out in the College's 'Recruitment, selection and disclosure policy and procedure'.

The successful applicant must be willing to undergo child protection screening appropriate to the post and cannot start in post until all pre-employment checks have been completed satisfactorily.

The College particularly welcomes applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation, or religion.

Protecting your personal data is of the utmost importance to Marlborough College and we take this responsibility very seriously. Any information obtained by our trading divisions is held and processed in accordance with the relevant data protection legislation. The data you provide us with is securely stored on our computerised database and transferred to our clients for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered interest in.

As defined under the General Data Protection Regulation (GDPR) Marlborough College is a Data Controller and a Data Processor, and our legal basis for processing your personal data is 'Legitimate Interests'. You have the right to object to us processing your data in this way. For more information about this, your rights, and our approach to Data Protection and Privacy, please visit our website [Policies & Reports - Marlborough College](#) and [Privacy -](#)







MARLBOROUGH COLLEGE

