

Staines Preparatory School

HR & Payroll Assistant



to start ASAP

Term time + 3 weeks

9am – 2.30pm, 4 days a week

Deadline for application: 9 July 2026 @4pm

Thank you for your interest in applying for the position of HR & Payroll Assistant here at Staines Preparatory School.

This pack will give you an insight into our school and why we think Staines Prep is an exciting and innovative place to work.

Our school is a forward thinking, diverse, inclusive school. I am proud that we celebrate children as individuals, acknowledging their unique characters, traits and skills. They are encouraged to embrace challenges and learn collaboratively, with effort being praised alongside achievement. Our latest ISI inspection rated us “excellent in all areas”.

We pride ourselves on having a real family feel with real family values, and Dedicated staff lead by example. We provide exemplary pastoral support and continuously champion our dedication to wellbeing.

We are seeking someone with a strong work ethic to join our enthusiastic team. You will join our hardworking professional staff whose dedication to our high standards makes the school a special place to work.

Staff enjoy working at Staines Prep and I hope you will see why from this brochure. Please take the opportunity to read the information within this pack, and if you have any questions, please do not hesitate to get in touch with us.

Mrs Hannah Miles - Headteacher



Staines Preparatory School About Us

We are an innovative, friendly and caring independent preparatory school situated in the busy town of Staines-Upon-Thames. We have excellent transport links to London, Windsor and Reading via the adjacent train station, or a short drive to the M25. We have approximately 200 children between the ages of 2 and 11 in our academically non-selective, coeducational school. Classes run from Nursery through to Year 6, with children up to Year 3 enjoying a dedicated class teacher, while children in Year 4 to Year 6 work with specialist teachers in specialist classrooms to make the most of their learning opportunities.

Our aim is to provide an all-round education that encourages each child to reach their full potential in a caring and supportive environment which enables them to develop a sense of community and an understanding of the wider world. We take particular pride in our reputation for the pastoral care we provide and the personal development of the children and recognise that this is built very much on the commitment and skills of our staff. The success of the School and the well-being of the staff depend very largely on co-operation, trust and respect between all levels of the team.

Our pupils come from a wide range of backgrounds and the School is proud of the rich cultural and ethnic mix within our community. After Staines Preparatory School, pupils move on to a variety of senior schools, including competitive entry independent schools, grammar schools, other independent schools and local maintained sector schools.

We have exceptional facilities which include a Digital Learning Suite, a large sports hall, an excellent performance area with specialist lighting and sound, a food technology room, a trim trail and climbing wall, Forest School area and outdoor classroom, state-of-the-art cricket nets and a floodlit 3G all-weather court. The Upper School all have brand new, large interactive smart boards which are facilitating the most cutting-edge teaching techniques.

We have a strong school community, and new staff often comment on the strength of this partnership and how friendly and helpful they find the environment to be. Additionally, the School wishes to provide our staff with continual opportunities to develop to the benefit of both the school and themselves. At Staines Prep we take the welfare of our staff as seriously as we do the children in our care. Every member of staff is valued and respected.



Key Responsibilities and Person Specification

MAIN PURPOSE AND SCOPE OF THE JOB

Responsible for the robust management of the human resources and payroll activities of the school.

POSITION IN ORGANISATION

Reports to: Bursar

DUTIES AND KEY RESPONSIBILITIES

This job description is indicative of the nature and level of responsibility associated with this post. It is not intended to be exhaustive, other tasks and responsibilities may be allocated as necessary.

HUMAN RESOURCES

- Responsibility of all HR matters including the preparation and revision of all employment contracts and the review and revision of policies.
- Working in conjunction with the hiring manager to prepare and co-ordinating all recruitment.
- Management of personnel records.
- Complete appropriate pre-employment and Safer Recruitment checks for Staff, Governors, Peripatetic teachers and Extra Curricular club coaches in line with ISI and Government requirements.
- Updates of Staff Handbook and similar documents annually or as required.
- Manage DBS checks and renewals.
- Maintain training records for all staff, including monitoring of expiry dates and organising training updates.
- Book training courses for Staff and Governors.
- Monthly Headcount reporting.
- Manage the holiday booking system for Support staff.

COMPLIANCE

- Responsible for the maintenance of the Single Central Register, ensuring meticulous records of employment and relevant checks.
- Oversight of all annual policy updates, notifying relevant staff of requirement to update, liaising with Governors to complete and updating on website and with ISI.
- Annual updates of key documentation in line with requirements.



PAYROLL MANAGEMENT

- Maintain payroll records including starters, leavers, contractual changes, deductions and statutory payments.
- Administer statutory payments (SSP, SMP, SPP) in line with legislation.
- Ensure compliance with HMRC regulations, National Insurance, National Minimum Wage and holiday pay requirements.
- Management of monthly payroll process providing the inputs to the payroll process to the 3rd party payroll processor.
- Ensure payroll is approved at the appropriate level within the relevant timeframe each month.
- Reconcile payroll data with Finance and produce payroll summaries.
- Review & revision of pay policies & practices.
- Respond to staff queries relating to pay, deduction, leave and timesheets.
- Support annual pay reviews and assist with payroll budgeting and cost forecasting.

PENSIONS & BENEFITS

- Administer the Schools pension schemes including monthly submissions and auto-enrolment duties.
- Administer staff benefit schemes such as Healthcare benefits.
- Ensure benefits in kind are correctly reported, working with Finance on P11Ds

GENERAL RESPONSIBILITIES

- Understand and follow all School policies and procedures.
- Specifically, promote and safeguard the welfare of all members of the School community by endorsing, understanding and exercising your roles and responsibilities in accordance with the Health and Safety, Fire Safety and Child Protection policies and procedures as published.
- Review, record and plan your professional development and attend appropriate training and meetings.
- Enjoy being a part of a thriving, successful and progressive Preparatory School.
- Undertake other such specific duties appropriate to your post which the Headteacher and Bursar may reasonably assign from time to time.

PERSON SPECIFICATION

- Professional HR qualification e.g. CIPD Level 3 or equivalent.
- Independent School based experience desirable including knowledge of iSAMs.
- Experience of working in a busy and demanding environment.
- The ability to communicate effectively at different levels, with colleagues, parents, governors and outside agencies.
- Confident at presenting information to senior staff.
- A high level of self-motivation, with a positive 'can do' attitude.
- Excellent planning and organisational skills.
- Ability to manage change positively.
- Proven commitment to continuing professional development.
- High level of professionalism, discretion and confidentiality.
- Willingness to participate in wider School life, attending School events as and when required.
- Ability to work in a team.



Staines Preparatory School is a great place to work. Not only do we offer everything you would expect, like excellent opportunities for career development, a great support network, a team of people dedicated to staff wellbeing and numerous staff training opportunities, we also offer extras which we hope set us apart from other schools.

These include:

- Generous DC pension and benefits scheme.
- Access to the Employee Assistance Programme, which offers free support on a range of issues such as work, wellbeing, money, health and legal advice.
- Fee remission.
- Buddies - upon appointment you will be paired up with a suitable colleague who will be on hand to answer any questions and offer advice before you start with us.
- Secret Friend - participants are given a 'Secret Friend' to buy them gifts from a list of preferences, and you will receive them too!
- Social Events - we have a dedicated team to ensure we enjoy Christmas and end-of-year social events, along with additional get-togethers throughout the year.
- Parking on site.
- Lunch is provided (dependent on hours).
- Staff Choir (mornings).

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Salary

Up to £19.9k per annum

Hours of Employment

9.00am – 2.30pm

4 days a week

Term time only + 3 weeks

Application Process

The closing date for applications is 9 July 2026 -4pm. We reserve the right to interview sooner for the right candidate, so please submit your application early to secretary@stainesprep.co.uk

To start ASAP

If you have any questions please do not hesitate to get in touch, or if you would like to visit our school, please email Mrs Angelita Faulkner via secretary@stainesprep.co.uk