



CHARTERHOUSE

Payroll Officer

Job Description

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Welcome from the Head



Thank you for your interest in this role at Charterhouse.

Charterhouse is an exceptionally rewarding place for our pupils and staff. The developments in our academic and co-curricular provision, boarding and social spaces have facilitated a highly successful move to full coeducation, demonstrating an intentional and strategic drive to deliver a world-class, future-ready education, where every individual is empowered to reach their potential.

Our vision and values place kindness and belonging at the core, and our culture is one of welcome and acceptance. Open our doors and you will find a diverse and enriching range of people, experiences, thoughts and interests that all contribute to our thriving community. We nurture our talent and offer a myriad of opportunities to learn and grow together.

We warmly invite people from all backgrounds to share their passions, skills and ideas and who can help us to continuously lead and inspire the next generation, in an environment where everyone can flourish.

A handwritten signature in black ink, reading 'Alex Peterken'.

Dr Alex Peterken
Head

About Charterhouse

Charterhouse is a beautiful school in a 250-acre campus – a wonderful setting for the whole community to live and work together and a splendid backdrop for teaching and learning.

Founded in 1611, Charterhouse is one of the world's leading coeducational independent schools, welcoming boarders and day pupils at 13+ entry and 16+ entry.

Surrounded by a world of opportunity and connected by a feeling of belonging, each pupil at Charterhouse is educated to embrace life's full potential, and empowered to carry this into their future. A Charterhouse education prepares for both academic success as well as laying the foundations for future professional, social and personal fulfilment.

The School is academically ambitious for every pupil, with all strands of a Charterhouse education leading towards being fully prepared for the real-world of tomorrow and equipped to grasp future opportunity.

The curriculum is all about choice for the individual and is firmly rooted in academic rigour, intellectual curiosity and independent learning. Year 9 pupils follow a real breadth of academic subjects, with the curriculum in Years 10 and 11 culminating in (I)GCSEs.

Pupils benefit from the dual offer available in the Sixth Form: A Levels with an Extended Project Qualification or the breadth of the IB Diploma Programme. A wonderful range of academic electives are on offer, including the Charterhouse

Entrepreneurship Diploma (accredited by the Institute of Enterprise and Entrepreneurs) and the Ivy House Leadership Award.

From an outstanding and varied academic education to the raft of co-curricular options – opportunities abound at Charterhouse. With over 80 activities, the co-curriculum is an essential strand of a Charterhouse education, combining opportunities for leadership development, creativity, exercise and teamwork.

The Boarding House teams are at the heart of supporting each young person on their journey through the School. The Heads of House live in the Houses and are supported by a team of tutors and pastoral staff – two of whom are also residential. The House Teams are supported by a 24-hour Health Centre and pupils also have access to support through the Wellbeing team, counsellors and chaplaincy.

Shared values are central to life at Charterhouse, enabling each person to be themselves – everything at Charterhouse begins with kindness. We warmly welcome applicants who will share our values and with the enthusiasm and energy to make a significant and lasting contribution to life at the School. Together we can ensure that Charterhouse continues to be a world-class education provider.

PERSEVERANCE
CHARTERHOUSE
RESPONSIBILITY
MORAL COURAGE
OPEN-MINDEDNESS
KINDNESS

Our Values

At Charterhouse we recognise that we each have a responsibility to reflect upon everything we have been given and strive to make the most of the opportunities available to us in order to live our motto: *'Deo Dante Dedi'* – God having given, I gave.

Everything we do at Charterhouse is centred around living to our core set of values. They help steer how we behave, learn and treat each other. They are embedded in and reflected upon in all aspects of school life. Of these, kindness – to ourselves and to others – is the most important and something we encourage in all pupils from their very first day.

We concentrate on educating the individual, to provide a comfortable and welcoming atmosphere where each child feels valued and can flourish. Every year we welcome children from a diverse range of backgrounds and experiences; this enriches our community and is vital in preparing all our pupils for today's world.

Why Choose Charterhouse

Charterhouse is an exceptional place to work. You will be part of a vibrant and inclusive community with a teaching career in a world-class school at the forefront of educational innovation. Throughout this job description you will see the many reasons to join us. Below are some practical benefits that are offered, complementing a generous remuneration package:

- Competitive contributory occupational pension scheme
- Cash Health Plan currently provided by +Medicash
- Payment for eye tests for users of visual display screen equipment, and a contribution currently amounting to £50 to the cost of any corrective eye wear (normally claimable once every 3 years or via Medicash)
- Personal Accident insurance
- Access to an Employee Assistance Programme
- Death in service benefit up to the age of 70 (if not already included in occupational pension scheme)
- School fee remission (subject to eligibility).
- Membership of the School Sports Centre
- Membership of the School's 9-hole golf course at a reduced subscription
- Participation in a 'Cycle to Work' scheme (subject to eligibility)
- Salary sacrifice on electric vehicles (subject to eligibility)
- Lunches, during your normal working day
- Free on-site parking
- Invitations to school productions and concerts throughout the year
- Use of the School Library to borrow books & other media
- Continuing professional development as part of our talent management programme.

“ Dynamic and energetically ambitious ”

- CARFAX TOP 120 SCHOOLS IN THE WORLD



**“ Crackling with dynamism,
this is a place where things
are always happening ”**

- TATLER SCHOOLS GUIDE 2023



Payroll Officer

Charterhouse seeks to appoint a highly organised and detail-oriented School Payroll Officer to join our busy Payroll team.

This pivotal role is responsible for delivering an accurate and efficient payroll service for school employees, ensuring compliance with payroll legislation, pension regulations, and school policies.

The successful candidate will have excellent numerical and administrative skills, experience working with payroll systems, and the ability to manage confidential information with discretion. Working closely with HR, Finance, and school leaders, you will support monthly payroll processing, maintain employee remuneration records, and respond to payroll-related queries in a professional and timely manner.



Overall Purpose and Responsibilities

As part of a 3-strong Payroll Team, the Payroll Officer is responsible for ensuring the accurate and timely processing of payroll for approximately 1,000 employees across the School Group, comprising one senior school, three preparatory schools and two subsidiary companies.

Working as a key liaison between Payroll and Human Resources, the role is responsible for coordinating payroll inputs, validating information, producing payroll calculations, maintaining payroll records and ensuring payroll is processed accurately and efficiently. Whilst working closely with HR, responsibility for maintaining HR records remains with the HR team.

Working hours

- Normal working hours are Monday to Friday from 9.00am until 5.30pm.

Key Responsibilities

Payroll Processing

- Contribute to the preparation, input and processing of monthly payroll for approximately 1,000 employees
- Ensure all payroll transactions are processed accurately and within agreed payroll deadlines
- Input payroll data including:
 - New starters
 - Leavers
 - Contract changes
 - Salary amendments
 - Additional hours

- Overtime
 - Allowances
 - Deductions
 - Pension changes
 - Statutory payments
- Carry out payroll checking and reconciliation prior to payroll submission
 - Produce payroll reports and supporting schedules
 - Maintain payroll records in accordance with statutory requirements.

Payroll & HR Partnering

- Act as the primary liaison between the Payroll and HR teams, ensuring effective communication and the timely transfer of payroll information
- Review payroll-related documentation and employee changes received from HR to ensure they are complete, accurate, fully authorised and ready for payroll processing
- Identify missing or incomplete information and promptly work with HR regarding the actions required, ensuring outstanding matters are resolved before payroll deadlines
- Monitor payroll-related HR processes, including sickness records, annual leave records, contractual changes and employee lifecycle transactions, following up with HR where actions remain outstanding
- Maintain and communicate payroll deadlines, ensuring line managers understand the information required and the timescales for submission
- Work collaboratively with HR to resolve payroll queries whilst maintaining clear ownership of Payroll and HR responsibilities
- Build strong working relationships with HR, Finance and school leadership teams to promote accurate data, accountability and efficient working practices
- Support the continuous improvement of payroll and HR processes to improve data quality and operational efficiency

Payroll Calculations

Prepare and calculate:

- Occupational Sick Pay
- Statutory Sick Pay (SSP)
- Statutory Maternity Pay (SMP)
- Statutory Paternity Pay (SPP)
- Statutory Adoption Pay (SAP)
- Statutory Shared Parental Leave (ShPP)
- Statutory Neonatal Care Pay (SNCP)
- Holiday pay calculations
- Pro-rata salary calculations
- Salary amendments
- Back pay
- Final salary payments
- Salary overpayment recoveries
- Pensionable pay adjustments

Payroll Data Validation

- Validate payroll information against contracts, authorised forms and supporting documentation
- Identify discrepancies or missing information and collaborate with HR for completion or correction
- Ensure no payroll changes are processed without the appropriate approvals and supporting documentation
- Maintain an audit trail of payroll changes and approvals

Payroll Compliance

- Maintain accurate payroll records
- Ensure compliance with HMRC legislation and payroll best practice
- Support pension administration
- Assist with payroll year-end activities
- Produce information required for internal and external audits

- Maintain confidentiality of employee information in accordance with Data Protection and School policies

Employee Support

- Respond to payroll-related queries from employees and managers
- Explain payroll calculations clearly and professionally
- Resolve payroll issues promptly and accurately
- Liaise with HR where payroll queries require HR input

Continuous Improvement

- Identify opportunities to improve payroll processes and the interface between Payroll and HR
- Assist with payroll system enhancements, testing and implementation
- Develop and maintain payroll process documentation
- Produce payroll reports and management information to support decision-making



Profile of Candidate

Qualifications

Essential

- GCSE (or equivalent) in English and Mathematics
- Payroll qualification or willingness to work towards one

Desirable

- CIPP qualification or equivalent

Experience

- Significant experience of payroll processing
- Experience processing payroll within a medium or large organisation
- Experience of statutory payroll calculations
- Experience using computerised payroll systems
- Strong Microsoft Excel skills
- Experience of working collaboratively with HR teams

Desirable:

- Experience within the education sector
- Experience of integrated HR and payroll systems
- Knowledge of Teachers' Pension Scheme
- Experience supporting payroll audits

Knowledge

- UK payroll legislation
- HMRC regulations
- Statutory payments including SSP, SMP, SPP, SAP, ShPP and SNCP
- Payroll best practice
- Pension administration
- Data Protection and confidentiality requirements

Skills

- Excellent attention to detail
- Strong numerical and analytical skills
- Excellent organisational and time management skills
- Ability to manage competing priorities and meet strict deadlines
- Strong communication and influencing skills
- Confidence to challenge incomplete information professionally and appropriately
- Ability to build effective working relationships across departments
- High levels of accuracy, integrity and discretion

Personal Attributes

- Professional and approachable
- Proactive and solutions-focused
- Resilient under pressure
- Customer-focused
- Highly organised
- Committed to continuous improvement

Key Relationships

- HR Team
- Finance Team
- School Leadership Teams
- Line Managers
- Employees across the School Group
- Payroll software provider
- Pension providers
- HMRC (where appropriate)



Application Process

**Closing date for applications is 9am on Friday 4 September 2026.
Interviews will be held shortly after the closing date.**

Applications should be made in accordance with the School's application and safer recruitment procedures, via the School's website, selecting the relevant vacancy. The selected vacancy link will take you to our online recruitment system and give you the opportunity to register and complete an application form. You will also have the opportunity to upload your latest CV.

Early applications are warmly encouraged, and a bespoke invitation to interview may be offered in advance of the closing date.

All successful job applicants will be required to undertake a Criminal Record check and to undergo child protection screening.

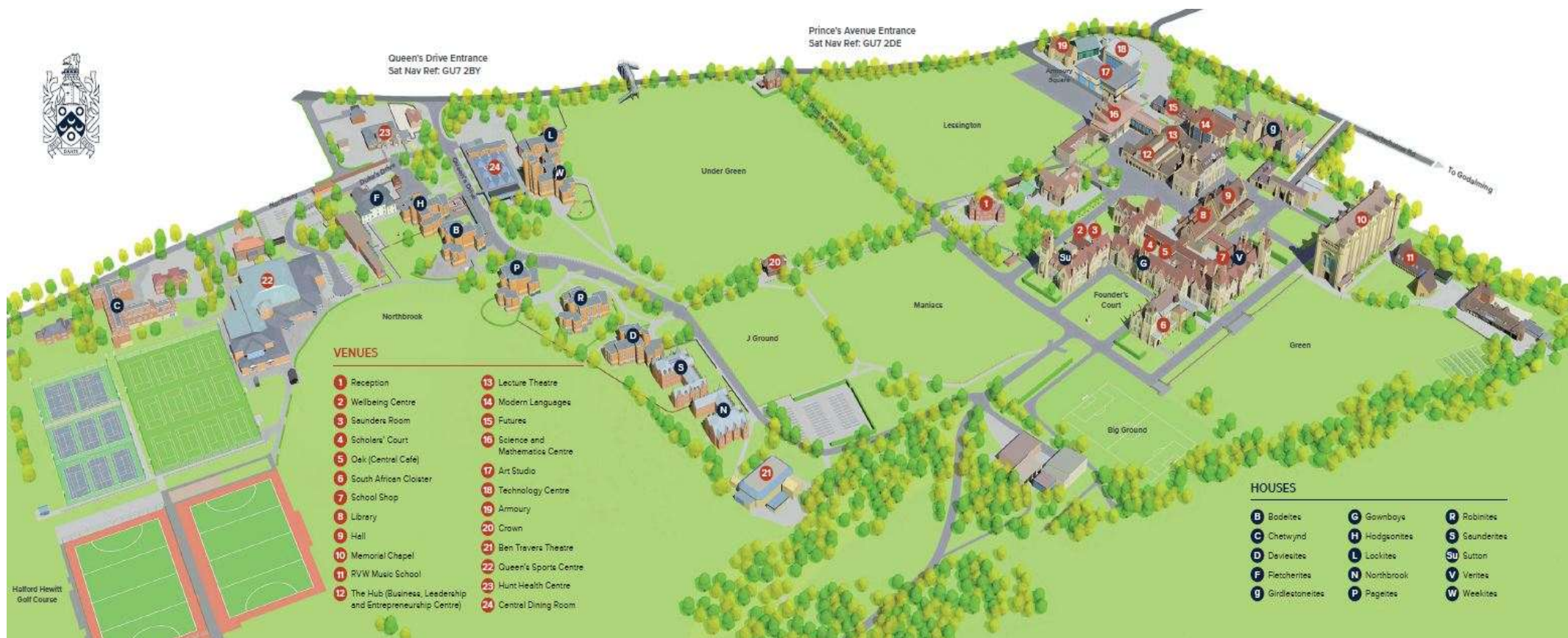
[Visit our website – Employment Opportunities](#)

We are creating an inclusive culture where all forms of diversity are seen and valued – for our pupils, for our staff. A culture that supports the enduring Charterhouse education provided to pupils in our global and multi-cultural environment. Join us now to be a part of it.

No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time. This description does however give an overall view of the position.



The Charterhouse Campus



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