

University College School
Frognal
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JOB DESCRIPTION

University College School was founded in 1830 to promote principles of liberal scholarship. That remains our first and overriding aim. Intellectual curiosity, breadth of study and independence of mind combine to achieve academic excellence; they are not subordinate to it.

Initially located in Gower Street, as part of University College London, the School was revolutionary in its approach to education, having as a fundamental principle that religion, in any form, should neither be an entry requirement nor a taught subject, believing rather that faith is a matter for the family and the individual - a tradition that continues today. The UCS Foundation, now independent of the University, comprises three schools: the Senior School (850 pupils: 11-18), the Junior Branch (250 pupils: 7-11) and the Pre-Prep (130 pupils: 3-7).

All three schools are set in attractive locations. In 1891 the Junior Branch was established at Holly Hill, Hampstead, followed in 1907 by the School's separation from UCL, and the acquisition of the Senior School's current purpose-built accommodation in Frognal, opened by King Edward VII. The pre-preparatory branch is based nearby. All three schools have full use of the extensive playing fields (including a large all-weather pitch and two pavilions) in West Hampstead.

UCS remains true to the liberal traditions of its founders and continues to work hard to foster independence of mind among its students and to value their individuality. Academic results are excellent. Music and drama are very strong at UCS and the school offers an outstanding range of co-curricular activities and enrichment opportunities. The school has a fine record in team games, with shared endeavour and good sportsmanship held in high regard.

The HR department provides a full range of HR services to the whole Foundation, covering recruitment, learning and development, employee relations, pay and benefits and employment policy and planning. The department is responsible for pre-vetting all employees and contractors on site in regulated activity, working closely with the School's senior managers.

1 JOB DETAILS

Job Title:	Payroll Administrator
Location:	Frognal, Hampstead, London, NW3 6XH
Salary:	£30-34k FTE (£18,000-£20,400 actual)
Contract:	Permanent, Part-time 21 hours per week.

2 JOB PURPOSE

To support the Senior HR Advisor with the processing of payroll for approx. 400 staff at UCS.

3 DIMENSIONS

The Payroll Administrator will report to the Senior HR Advisor who in turn reports to the Head of HR.

The Payroll Administrator is responsible for payroll and pension administration including entry of timesheets, processing of HR changes and monthly pension assessments.

4 KEY RESPONSIBILITIES

Payroll Administrator

- Entering of employee timesheets and resolving discrepancies with managers or staff as needed
- Processing HR- related changes affecting payroll such as new starters, leavers, salary changes and benefit adjustments
- Running and preparing of reports for the HR Team wider Senior Leadership Team
- Working closely with the HR Administrators to ensure HR changes are made accurately and on time every month
- Performing monthly pension assessments through Royal London and ensuring the Foundation is compliant with Auto-Enrolment
- Accurate filing of monthly payroll paperwork
- Assisting the Senior HR Advisor with annual tasks such as tax year end, P11Ds, Gender Pay Gap and financial audits
- Maintaining accurate employee records and payroll data in line with school and data protection policies
- Acting as the first point of contact for staff payroll and pension queries, ensuring high-quality service and confidentiality

The above list of duties does not represent an exhaustive list of duties and the Payroll Administrator be required to assist with other requirements to support the HR team in performing their role within the foundation.

5 HEALTH AND SAFETY

The post holder is required to make positive efforts to maintain his/her own personal safety and that of others by taking reasonable care, carrying out the requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on Health and Safety.

6 REQUIREMENTS FOR THE POSITION/PERSON SPECIFICATION

SKILL	ESSENTIAL	DESIRABLE
Academic		CIPP certified

Experience	At least two years' experience in an administrative role with a range of responsibilities	Experience in a HR/Payroll role.
Knowledge		Knowledge of UK Payroll legislation including statutory pay, tax and pensions
Skills/Abilities	Ability to work independently with little supervision and comfortable with routine work.	Experience with iTrent, Royal London and/or Teachers' Pension Scheme
	Excellent attention to detail	
	Ability to prioritise and work under ever changing circumstances	
	Articulate, accurate and efficient	
	Ability to use own initiative, following a task through to a successful conclusion; alternatively, seeking out opportunities to make a contribution to the department and work with others	
	Highly organised with the ability to organise others and to manage deadlines whilst maintaining high quality standards	
	Excellent communication and interpersonal skills with the ability to act professionally at all levels	
	Flexible and able to multitask	
	Team player	
	ICT skills – confident with MS office and at least up to intermediate on Word, Excel and Outlook and ability to learn new software	

In addition to completing the accompanying form, applicants should provide a full Curriculum

Vitae and a supporting letter. The closing date for applications is Friday 8th August 2025,

09:00am However, please note that we reserve the right to interview and appoint at any stage

during this process; early applications are therefore very welcome.

UCS is committed to the welfare and safeguarding of children. The successful applicant will be required to undertake an Enhanced check for Regulated Activity from the Disclosure and Barring Service (DBS). This is a requirement as the position is within a school working with children under 18 years of age.