



WREKIN

Independent school 4 - 18

HR & Payroll Officer





Dear prospective candidate,

Thank you for your interest in employment at Wrekin College, comprised on Wrekin Prep (4-11), Wrekin Senior (11-16) and Wrekin Sixth (16-18). This brief introduction to working here is intended to give you a feel for the School, for our direction and our ethos, as well as a summary of the many benefits of living and working here.

The role offers an outstanding opportunity to work in a thriving independent day and boarding school with an outstanding provision for pupils and a positive and forward-looking staff and senior leadership team. It's an exciting time of investment and development at Wrekin College. If working in a progressive and aspirational school which has deep traditions and a strong ethos is for you, then please read on.

We have high expectations at Wrekin College and our pupils are immersed in a rich, all-round education. Music, drama, sport and outdoor education are all part of a rich tapestry of opportunity for every Wrekin pupil. We regularly compete at a national standard in both music and sport which should not belie our commitment to access for every individual and a spirit of 'give it a go'. All staff at Wrekin work very hard to support our pupils. We aspire to see Wrekin College as a global leader in co-educational pedagogy, in educational innovation and in the wellbeing of pupils and staff.

Wrekin College prides itself on being pupil focused. Whilst recognising the proud traditions which underlie our community, we are progressive in our approach to teaching and learning, pastoral care and co-curricular activities. We recognise that our staff are our most important resource in ensuring the very best of outcomes for our pupils. When it comes to staff recruitment, we are looking for talented people from all backgrounds with a wide variety of skills, interests and opinions to join our community.

With its situation in the natural beauty of Shropshire, our vision is for a fully co-educational day and boarding school to which access is broad and balanced, in which staff and pupils together make up a diverse and mutually supportive community of learners, in which pupils develop self-agency through opportunity and in which there is a culture of giving and service from which pupils leave with values for life and skills for the 21st century.

For further information about Wrekin College please visit our website and for an informal discussion about this role, please email recruitment@wrekincollege.com.

If you think that this role might be for you then we look forward to hearing from you.

About Wrekin

Wrekin College (11-18) and Wrekin Prep (4-11) share a beautiful 100 acre campus in central Shropshire. Wrekin Prep (formerly known as Old Hall School) is a day school, while Wrekin College (comprised of Wrekin Senior and Wrekin Sixth) is a day and boarding school.

The school has a proud and distinguished history and continues to grow, innovate, and invest to give its students the best possible preparation for the future.



With pupils from 4 to 18 years of age, the school has a strong philosophy of providing individual attention to pupils and, through a holistic approach to education, adding value to their lives. Whilst being proud of its traditions, Wrekin is forward-thinking in its approach and embraces change and innovation.

Spanning 100 acres, Wrekin Senior benefits from outstanding facilities, including a Music School, dedicated Art School, Design School, purpose-built 200-seat theatre, fitness suite, squash courts, two floodlit all-weather (astro) pitches, cricket fields, rugby pitches, tennis and netball courts, Dance Studio, Food Technology kitchen, sports halls, gymnasium, six-lane 25m indoor

swimming pool, Fives courts, indoor rowing facilities, computer suites, library, Chapel and Sixth Form Centre.

As well as benefiting from sharing Wrekin Senior's facilities, Wrekin Prep also boasts its own impressive facilities including science lab, art studio, IT suite, music and drama room, individual music practice rooms, Learning Support suite, dedicated dining space and assembly hall with theatre-style seating.



The *Role*

HR & Payroll Officer

To provide professional, responsive and effective HR support across the school. The HR & Payroll Officer will assist with a wide range of day-to-day people matters, HR administration, recruitment and payroll processes. The postholder will support the Head of Human Resources in all HR related matters.

Key Responsibilities

- Supporting end-to-end recruitment activity, including advertising roles, coordinating shortlisting and interviews, and ensuring a positive candidate experience
- Managing onboarding processes, including pre-employment checks, contracts, and induction coordination in line with safer recruitment requirements
- Processing employee lifecycle changes such as new starters, leavers, and contract variations, ensuring accuracy across systems and records
- Acting as a first point of contact for HR queries via shared inboxes, responding promptly and escalating where appropriate
- Providing administrative support on low-level employee relations matters, including sickness absence and routine casework
- Prepare contractual documentation, including contract variation letters, and update employee records as required
- Maintaining accurate HR records and supporting reporting and compliance requirements
- Assisting with wider People initiatives and policy updates
- Offer guidance to HR Information System (HRIS) users on how to navigate the system, input data correctly, generate reports, and troubleshoot common issues.
- Contribute to the creation of user guides, documentation, and training materials to support effective use of HR/Payroll systems.
- Support with the administration of the HRIS, ensuring data accuracy and integrity.
- Extract workforce data and reports from the HRIS System.
- Support the maintenance of the Single Central Record (SCR) and associated safeguarding records.
- Provide accurate and timely employee data and support monthly payroll processing
- Validate payroll information against contracts, authorised forms and supporting documentation
- Supporting payroll processes by ensuring accurate and timely submissions and processing of employee data and changes

General

- To undertake any other work appropriate to the level and general nature of the post's duties.
- To undertake all duties with regard to the provisions of health and safety regulations and legislation, the school's Equal Opportunities, Data Protection and statutory obligations in respect of safeguarding children.
- Work in accordance with employment legislation and HR best practice.
- Maintain awareness of developments in employment law and education-sector requirements.
- Maintain confidentiality at all times.

Person *Specification*

Qualifications and Experience

Essential

- GCSE (or equivalent) in English and Mathematics
- CIPD Level 3 qualification and working towards Level 5
- Minimum of 2 to 3 years HR/Payroll experience
- Experience of integrated HR and payroll systems
- Strong Microsoft Excel and Word skills

Desirable

- Experience within the education sector
- Familiarity of HMRC regulations
- Data Protection and confidentiality requirements
- Up to date Employment Legislation Knowledge

Skills and Attributes

- High levels of accuracy, integrity and discretion
- 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

Commitments

- A commitment to safeguarding and promoting the welfare of children and young people
- Alignment with the ethos and values of Wrekin College

Staff Benefits

- Free school lunches in term time where relevant
- Use of school gym
- Pension
- Free parking
- Relevant training & development
- Friendly & welcoming school environment

This Job Description is intended to identify the principal responsibilities of the post. It is not intended to be an exhaustive list and may be reviewed and amended, following consultation with the post-holder, to reflect the changing needs of Wrekin College

Job Title: HR & Payroll Officer

Department: Bursary

Reports to: Head of Human Resources

Location: Wellington, Shropshire

Status: Full time, permanent

Hours: 37.5 per week

Salary: £27,000 to £28,000 depending on qualifications and experience

Wrekin College is committed to safeguarding and promoting the welfare of children and young people. The HR and Payroll Officer must share this commitment and comply fully with the College's safeguarding and child protection policies and procedures.

The postholder must undergo appropriate Safeguarding & Child Protection training.

Full safer recruitment checks will be completed on successful candidates which will include an Enhanced Disclosure & Barring (DBS) check.



Appointment *Process*

Please apply by completing the Wrekin College application form, available on our website www.wrekincollege.com.

Please email this together with a letter of application to:
recruitment@wrekincollege.com

The closing date for applications is Monday 7th September 2026 9am

We reserve the right to interview before the closing date, therefore an early application is recommended.



WREKIN

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