

CHAFYN GODOLPHIN

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SALISBURY

PAYROLL & HR
ADMINISTRATOR



Payroll & HR Administrator Opportunity

This is an exciting opportunity for an organised, detail-oriented and proactive administrator to play a key role in supporting the smooth operation of the School's payroll and HR functions. The postholder will contribute directly to ensuring that staff are paid accurately and on time, employee records are maintained to a high standard, and essential financial and administrative processes are delivered efficiently and professionally.

You will join a highly committed and collaborative staff community, supported by a strong professional culture and access to United Learning's training and career development opportunities.

In this Role, You Will:

- Administer monthly payroll processes, ensuring employee payments are accurate, timely and compliant.
- Maintain employee records, HR systems and payroll documentation with a high degree of accuracy and confidentiality.
- Lead the administration of contractual changes, absence records, employee lifecycle processes and staff benefits.
- Act as a key point of contact for payroll and HR enquiries, delivering excellent customer service to staff and stakeholders.
- Contribute to continuous improvements in payroll and HR systems and procedures.
- Support the delivery of a responsive and professional HR service through shared administrative responsibilities, including management of the HR inbox.

Why Join Chafyn Godolphin School?

- Be part of a thriving and ambitious independent school with exciting plans for the future.
- Play a key role in supporting the staff and business operations that enable the School to flourish.
- Work within a supportive, collaborative and professional staff community.
- Access high-quality professional development opportunities through United Learning.
- Contribute to a School community founded on the values of Belonging, Kindness, Courage and Curiosity.

Welcome to Chafyn Godolphin

Chafyn Godolphin (newly unified from September 2026) offers a world-class education for a changing world. Our purpose is to make the world a better place by developing individuals who are confident, kind and curious, ready to lead with authenticity and shape the future positively.

For over 300 years, our heritage has combined achievement with innovation. Today, we look forward with ambition as one school. Since welcoming boys as well as girls in 2025, every classroom, conversation and experience has been enriched. From September 2026, we are proud to be Chafyn Godolphin: a leading all-through co-educational day school from Nursery to Sixth Form, with boarding available from Year 4 through to Sixth Form, in the heart of Salisbury.

Our Values

Our values define who we are and guide who we are becoming:

- Belonging
- Courage
- Kindness
- Curiosity

Our Approach

Our approach is rooted in excellent teaching, strong subject expertise and careful tracking of progress. We nurture curiosity, creativity and a strong sense of belonging, helping pupils develop confidence and independence. We also create meaningful opportunities for pupils to contribute beyond the classroom through leadership, service and engagement with the wider world.

A New Chapter

Looking ahead, Chafyn Godolphin enters an exciting new chapter as a fully unified, all-through school. Bringing together our shared strengths creates a clear and ambitious journey for every child from age 6 months to 19 years, with continuity, confidence and opportunity at every stage. This evolution is not simply a change of name, but a step forward in how we think, teach and grow together strengthening our community, broadening opportunities and ensuring every pupil is well prepared for the world they will shape.

As part of United Learning, Chafyn Godolphin benefits from being part of a national group of over 100 schools. This partnership enhances opportunities for pupils and staff while allowing us to retain our distinct character. Shared services and high-quality professional development enable our teachers to focus on delivering excellent education and continuous improvement

Job Description

Role	Payroll and HR Administrator
Salary	£17,000 to £19,000 (pro rata) dependent on experience
Working Pattern	3 days per week to be agreed at the time of appointment. 52 weeks per year preferred, however, less weeks may be considered.
Reports to	HR Manager
Relationship	
The post holder is accountable to the HR Manager in all matters relating to this post. All staff are ultimately responsible to the Head (Chafyn Godolphin). The post holder will work closely with team members and support the team when necessary.	

Role Overview

To provide accurate payroll and HR administration support across the School. The postholder will be responsible for payroll processing, employee records administration and employment lifecycle administration.

The role will support compliance with employment, payroll, financial and data protection requirements while contributing to the smooth operation of the School's business functions.

As part of a small and collaborative HR team, the postholder will also provide general HR administrative support, contribute to the management of the HR inbox, maintain sickness absence records and provide cover and support for colleagues as required.

Duties and Responsibilities

Payroll Administration

- Administer the monthly payroll process.
- Process payroll variations, including starters, leavers, salary changes, allowances, overtime and deductions.
- Ensure payroll information is accurate and submitted within agreed timescales.
- Maintain payroll records and supporting documentation.
- Respond to payroll-related enquiries.
- Support annual salary review processes.
- Monitor payroll deadlines and support compliance with payroll legislation and procedures.

Compliance and Record Management

- Maintain employee records in accordance with data protection requirements.
- Maintain safeguarding training and compliance records.
- Support employment compliance monitoring.
- Ensure payroll and financial records are accurate and complete.
- Support regulatory reporting requirements.

HR Administration relating to Payroll

- Monitor and respond to the HR inbox as part of a shared team approach.
- Respond to routine staff enquiries relating to payroll.
- Record and update annual leave records for relevant staff on HR systems.
- Process all requests for leave, such as compassionate leave, medical appointments, time off for dependents in line with policies, ensuring leave is processed as paid or unpaid time off, as appropriate.
- Record and update sickness absence information on HR systems.
- Process sickness absences in line with policy, including issuing paperwork to staff and line managers, collating documentation and fit notes, and recording of the same.
- Escalate absence triggers and concerns to the HR Manager where appropriate.
- Produce reports as required relating to absences.
- Maintain and archive both electronic and paper personnel files in line with policy, ensuring compliance, in particular to staff leavers.
- Support HR projects and departmental initiatives.

Staff Development

- Undertake appropriate professional development to maintain up-to-date knowledge and expertise.
- Share relevant regulatory updates and best practice with colleagues.
- Undertake other duties reasonably required by the Head.

Team Working and Shared Administration Responsibilities

As part of a small and collaborative administration team, the postholder will contribute to the delivery of a responsive HR service.

Whilst each role within the department has defined areas of lead responsibility, together with the Recruitment and HR Administrator, you will share responsibility for:-

- Monitoring and responding to the HR answerphone and email inbox
- Supporting the maintenance of personnel records and HR databases where required.
- Supporting departmental administration

- Provide administrative cover for colleagues in the department during periods of absence or peak workload.
- Undertake any other duties commensurate with the grade of the post.

The postholder will be expected to work flexibly and collaboratively to ensure continuity of service across the HR function.

Person Specification

Criteria	Requirement	Essential/ Desirable	Evidence
Qualifications	GCSE English and Mathematics (Grade 4/C or above)	Essential	Application, Certificates
	CIPD Level 3 qualification or willingness to work towards.	Desirable	Application, Certificates
Skills	Experience in payroll, HR or business administration.	Essential	Application, Interview, References
	Strong ICT skills, including Microsoft Word, Excel, Forms.	Essential	Application, Interview
	Experience maintaining records and databases with a high degree of accuracy.	Essential	Application, Interview
	Ability to manage competing priorities and deadlines	Essential	Application, Interview, References
	Ability to handle confidential information with discretion	Essential	Interview, References
Knowledge & Experience	Understanding of payroll administration processes.	Essential	Application, Interview, References
	Understanding of employment administration processes.	Essential	Application, Interview
	Ability to identify discrepancies and solve problems.	Essential	Application, Interview
	Experience using iTrent, payroll software or finance management systems.	Essential	Application, interview
	Knowledge of UK payroll legislation and statutory payments.	Desirable	Application, Interview
	Experience working in a school environment	Desirable	Application, Interview
Personal Qualities	Professional, reliable and able to work independently	Essential	Interview, References
	Calm and resilient under pressure	Essential	Interview, References
	Collaborative and able to build positive working relationships	Essential	Interview, References
	Commitment to safeguarding and promoting the welfare of children and young people	Essential	Application, Interview, References
	Commitment to the values and ethos of Chafyn Godolphin	Essential	Application, Interview

HOW TO APPLY

Interviews

The closing date for applications is **Friday 30 October 2026 at midday**. This vacancy will close as soon as sufficient applications have been received.

Safer Recruitment

Chafyn Godolphin is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An 'online search' will be conducted on short-listed candidates, and the successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) and Barred Lists check (Adult and/or Children's Workforce). Staff are prohibited from promoting extremist/radical religious or one-sided political views whilst working at and/or whilst participating in activities associated with their employment within Chafyn Godolphin.

Please note, we do NOT accept application by Curriculum Vitae.

For an informal discussion or to arrange a visit please contact a member of our HR Team on 01722 430569.

Recruitment Policy

Chafyn Godolphin is positive about disability and encourages applications from disabled people. All disabled applicants who satisfy the minimum criteria will be offered an interview if they state this prior to shortlisting.

If you consider that the provisions of the Equality Act 2010 apply to you, or if you require assistance at any stage of the process, please contact the HR Department, telephone 01722 430569 or email hr@chafyngodolphin.co.uk

The School's Recruitment, Selection and Disclosure Policy and procedure is available for your information on the school website; www.chafyngodolphin.co.uk. Chafyn Godolphin actively supports equality, diversity and inclusion and encourages applications from all sections of society.

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SALISBURY



United Learning
The best in everyone™