

# Payroll Officer

School:	Star Academies	Posted:	12th September 2019
Location:	Blackburn, Lancashire	Expires:	30th September 2019 12:00 AM
Contract Term:	Permanent	Start Date:	To be confirmed
Salary:	£24,313 to £26,999 p.a.	Job ID:	1065269
Hours:	Full Time	Job Reference:	000485



Star Academies

Do you want to join a team that provides outstanding leadership, strategic direction and support to some of the best schools in the country? Do you want to play your part in delivering outstanding learning and teaching to young people in disadvantaged communities? If so, joining the Star team might just be the best career move you ever make.

## About Star Central

**Star Central**, which is based at our head office in Blackburn, Lancashire, provides leadership, strategic direction and support to Star Academies, Star Institute and our schools.

The Star Central team includes experts from a range of professional backgrounds, who work together to provide an outstanding support service to the Star community. We support our schools to provide educational and operational excellence and to cultivate a strong Star community, with the aim of nurturing today's young people and inspiring tomorrow's leaders.

## Who we're looking for

We are looking for an exceptional individual to provide professional administrative support for the delivery of payroll across the Trust and ensure all deadlines are met. The successful candidate will be a point of contact for all school (and Central) HR and Finance colleagues with regards to payroll and related administration and provide information, advice and guidance on complex payroll issues.

You will provide professional administrative support for the delivery of payroll across the Trust and ensure all deadlines are met and provide operational support to the Trust's Financial Accountant.

## You will have:

- Experience of extensive all round payroll knowledge
- Experience of computerised payroll systems
- Experience and capability of working to tight deadlines.
- Experience of payroll within the education sector
- The ability to use payroll information systems; and be able to transfer the experience of using one system to another similar system.

## About Star Academies

Star Academies is a high-performing multi-academy trust that runs more than 20 primary and secondary schools. We are a values-based organisation that works to improve the life chances of young people in areas of social and economic deprivation to help them succeed at the highest levels of education, employment and the professions. Every single day you'll be rewarded with the opportunity to shape a young person's future - our STAR values embody what we believe is needed to succeed.

Professional development is key to our ongoing success, so we continually invest in our employees through our learning and development centre, Star Institute. With a wealth of training, mentoring and progression opportunities across a growing group of academies, joining our team of leading education experts could propel your career to the next level.

We can also offer you a range of rewards and benefits, including competitive salaries and pension schemes, generous holiday entitlements and healthcare cash plans.

## Find out more

Please download the job description and person specification below for further information about the role. For an informal and confidential discussion about the role please contact Star Central by calling 0330-313-9800.

## Key Dates

**Closing Date:** Sunday 29 September 2019 at midnight

**Interview Date:** Wednesday 9th October 2019

**Proposed Start Date:** to be confirmed

## Our Commitment

*Star Academies is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks.*

*We are equally committed to protecting diversity and promoting equality. We are committed to the representation of people and that*

*We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.*

**Safeguarding Statement:**

The Trust is committed to safeguarding and promoting the welfare of children. All posts within our schools are subject to satisfactory references, DBS, due diligence and health clearances and proof of legal working in accordance with the Asylum and Immigration Act 1996.