



**WORK AT  
SHIPLEY  
COLLEGE**

# Payroll and Pensions Officer

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## Shingley College - Great people, great place!

**Hours:** 30 hours per week, full year post

**Salary:** £30,631-£32,388 FTE (£24,835 - £26,260 per annum - actual salary)

**Closing Date:** Friday 8th May 2026 at 9am (***We may close the advert early if sufficient applications are received. Early application is advised***)

**Interview Date:** To be confirmed

**Start Date:** ASAP (subject to satisfactory pre-employment checks)

### WELCOME TO SHIPLEY COLLEGE

Would you like to be part of a supportive team in a busy and varied payroll role responsible for paying circa 350 staff? Do you have the drive to manage a range of day-to-day payroll tasks and challenges while maintaining a consistently high level of accuracy and attention to detail?

We are looking to recruit a Payroll and Pensions Officer to support our Finance and HR teams. The successful candidate will bring experience of teacher and local government pay and pension schemes.

You will act as the central liaison with outsourced providers, ensure financial controls are maintained, manage monthly reconciliations, keep payroll records up to date, oversee auto-enrolment, and provide guidance on Teachers' Pensions and Local Government Pension Scheme requirements.

If you are proactive, well organised, and comfortable working both independently and collaboratively, we would be pleased to hear from you.



Benefits we offer include:	We are looking for someone who has:
<ul style="list-style-type: none"> <li>● Generous Local Government Pension Scheme</li> <li>● Professional Development opportunities</li> <li>● Access to a free gym on site</li> <li>● Reduced cost train and bus travel*</li> <li>● Access to free onsite car parks</li> <li>● Shopping discounts with discount app</li> <li>● Enhanced Annual Leave which includes 2 weeks off for Christmas)</li> </ul> <p>*qualifying period applies</p>	<ul style="list-style-type: none"> <li>● Level 2 (GCSE Grade 4/C equivalent) in English/literacy and Maths/numeracy</li> <li>● Significant experience of end-to-end payroll processing and the administration of Employer Pension records</li> <li>● Experience working with integrated HR/Payroll systems</li> <li>● Ability to be accurate, methodical, and well-organised with a proven ability to manage strict deadlines and maintain confidentiality</li> <li>● Excellent communication and interpersonal skills, with the ability to assist staff at all levels with complex pay and pension queries</li> <li>● Able to act on own initiative, problem-solve, and manage a demanding workload</li> </ul>

**How to Apply:** Application forms can be obtained from [www.shipley.ac.uk](http://www.shipley.ac.uk). Completed applications should be submitted to [jobs@shipley.ac.uk](mailto:jobs@shipley.ac.uk).

<p>Employment offers are subject to pre-employment checks, including DBS, references, online checks and the right to work. Shipley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.</p>	<p>The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.</p>
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# Job Description

<b>JOB TITLE</b>	Payroll and Pensions Officer
<b>RESPONSIBLE TO</b>	Financial Controller

## INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## OVERALL PURPOSE OF THE JOB

To deliver an accurate, efficient, and compliant payroll and pensions service, ensuring all employees are paid correctly and on time (monthly payroll). The role is responsible for maintaining payroll records, supporting statutory and pension requirements, and acting as a key point of contact for payroll and pensions queries.

Working closely with Finance, HR, and external providers, the postholder will help ensure robust financial controls, compliance with relevant legislation, and the smooth operation of payroll and pension processes.

## DUTIES AND RESPONSIBILITIES

- Input payroll information onto the system, including setting up new employees and processing standing data changes.
- Maintain sickness records and calculations for both college Sick pay and Statutory Sick pay, liaising with the HR team as appropriate.
- Ensure effective management of payroll deadlines in conjunction with the Finance Officer.
- Supervise and support the Payroll Assistant.
- Ensure all monthly payments and data submissions are correctly made to HMRC and pension schemes (WYPF and TPS).
- To complete pension records recording changes to staff with the WYPF and TPS.
- Ensure the college is compliant with Auto enrolment and re-enrolment requirements.
- Ensure the college is compliant with statutory returns.
- Assist staff with queries about their pay and pension records.



- Be aware of new payroll and pension regulations.
- Manage the payroll year-end process, including the production and distribution of P60s and the submission of final returns to HMRC and pension providers.
- Support internal and external audits regarding payroll and pension queries.

## GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and the maintenance of a culture of continuous quality improvement, assurance and innovation.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults, the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.

# PERSON SPECIFICATION

## ESSENTIAL CRITERIA

*In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.***

Level 2 in literacy and numeracy or equivalent. <b>You must be able to show the original certificates at the interview.</b>
At least 3 years experience of payroll processing
At least 2 years experience of administration of Employer Pension records
Ability to be accurate, methodical and well organised and the ability to work on several tasks simultaneously to meet deadlines
Cooperation and willingness to work as a member of a team and demonstrate excellent communication and interpersonal skills with people at all levels

## HIGHLY DESIRABLE CRITERIA

*These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.*

Experience of payroll
A payroll qualification (CIPP, AAT)
Able to work flexible hours when required to meet the needs of the business
Effective organisational and administrative skills with high levels of accuracy and attention to detail
Ability to prioritise, self-manage and cope well with a demanding workload

## DESIRABLE CRITERIA

*In order to score highly, we strongly recommend that you reference every point in this category where possible.*

Knowledge and experience of Equality, Diversity & Inclusion
Knowledge or experience of Safeguarding
Knowledge of the PREVENT agenda

## Message from the Senior Leader Team

Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. We are delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our college so successful. We are proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us!

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## Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

### OUR CORE VALUES – THRIVE!

**Transformational:** We champion lifelong learning, leading by example and fostering a culture of growth for all.

**Heritage:** We value our history and invest in our future.

**Relationships:** We build strong partnerships and work together to achieve shared goals.

**Inclusion:** We foster a welcoming, caring and equitable environment for you.

**Vision:** We inspire and support the pursuit of personal and professional ambitions, responding to a rapidly changing world.

**Excellence:** We are dedicated to delivering exceptional education and achieving outstanding outcomes.

**98% of students agree that the College is a safe place to learn**  
**96% of students agree that College staff are friendly and helpful**

