

Payroll Manager

Wycombe Abbey

March 2018

Vacancy Information

Wycombe Abbey
High Wycombe
Buckinghamshire
HP11 1PE

Tel: 01494 520381



Executive Summary



Wycombe Abbey is a world-class school operating at the cutting edge of educational excellence. With its distinctive heritage, magnificent 160-acre campus and impressive resources, the School provides an outstanding education for 600 girls aged 11-18.

Wycombe Abbey is on the cusp of an exciting new phase in its development. It has the ambition to develop as a leader across multiple spheres from promoting wellbeing to international education. It recently opened its first sister school in Changzhou, China.

The Bursar, Mrs Anne Bolton, now seeks an experienced an experienced payroll professional to manage all aspects of a busy payroll operation, delivering a high quality service to over 400 employees, including two subsidiary companies.

The appointed candidate will have previous experience of payroll management in a similar organisation, will hold a recognised payroll and pensions qualification, and will have experience of operating a payroll process from beginning to end. You will be an excellent communicator with a genuine commitment to Wycombe Abbey's aims and ethos. The role would suit a proactive applicant who is able to reach out to, and communicate with, all areas of the School community.

The Payroll Manager reports to the Director of Finance and the HR Manager and co-manages a HR & Payroll Officer.

WELCOME TO WYCOMBE ABBEY

Wycombe Abbey is a world class school. Founded in 1896 by pioneering Headmistress Dame Frances Dove, the School has been at the forefront of women's education for the past 120 years. It is committed to providing girls with the knowledge, skills and confidence to excel in the ever expanding global workplace.

Set in magnificent grounds spanning more than 160 acres, the School has superb modern facilities, including a Sports Centre with a 25-metre indoor heated swimming pool, a dance studio, a fitness studio, a Courtyard Cafe and a Performing Arts Centre with a theatre and recital hall. Its teaching facilities are excellent.

Of the 610 pupils, ranging from 11 to 18, 560 are full boarders and 175 are in the Sixth Form. The majority of our girls come from within a one-hour radius of London; other boarders travel from further afield in the UK and beyond. More than 35 nationalities are represented within the School's full boarding community.

This year's GCSE and A level results were, as usual, outstanding with 97.17% of all GCSE entries being graded A*-A. At A level, 84.8% were A*-A. A third of last year's leavers went to Oxbridge and about a dozen to US universities including Brown, Columbia, Harvard and MIT.

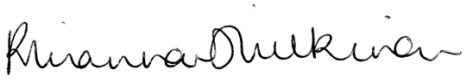
Wycombe Abbey is committed to maintaining full boarding for the needs of modern families. Girls who enter the School at 11+ have their own Junior Boarding House. From the age of 12 to 17, pupils live in 9 mixed-age Senior Houses, and in the Upper Sixth girls move into Clarence House, a purpose- built study-bedroom complex which is akin to a university hall of residence.

Very many co-curricular and enrichment opportunities are on offer for girls across the age range. Last year, the sports teams reached 16 national finals and the sports department offers more than 30 sports on a regular basis. Our Music department teaches more than 600 individual lessons a week and nearly every pupil plays an instrument, if not two. The Drama provision is equally impressive with numerous productions happening annually and opportunities for all to take part.

The School is ideally located to be able to enjoy a wide variety of activities with other independent schools including Eton, Harrow, Radley and Winchester. The boys join the girls for dinners and dances. We also enjoy close relationships with the two boys' grammar schools in High Wycombe, with our pupils and theirs co-operating in choirs, an annual Management Conference and other social and academic events throughout the year.

No institution can afford to stand still if it wishes to remain at the top of its field and Wycombe Abbey is no exception. We keep all aspects of our work – academic, pastoral and co-curricular – under review and it is our intention to strengthen further our position as one of the world's leading boarding schools. In terms of site development, we have just opened two new state of the art boarding houses. We are committed to refurbishing much of our boarding accommodation and we have plans to re-develop significant teaching and learning areas in the Abbey building. We have introduced a new strategic plan to guide us through the next five years 2017-2022. Our first sister school opened in Changzou last year and we are working hard to foster excellence there, not only in academic terms, but also in the soft skills of creativity, emotional intelligence and leadership. There are a number of opportunities for staff to be involved in 'DNA transfer' discussions in our International 'Think Tank' group. We hope to open other Wycombe Abbey International Schools in Asia in the near future.

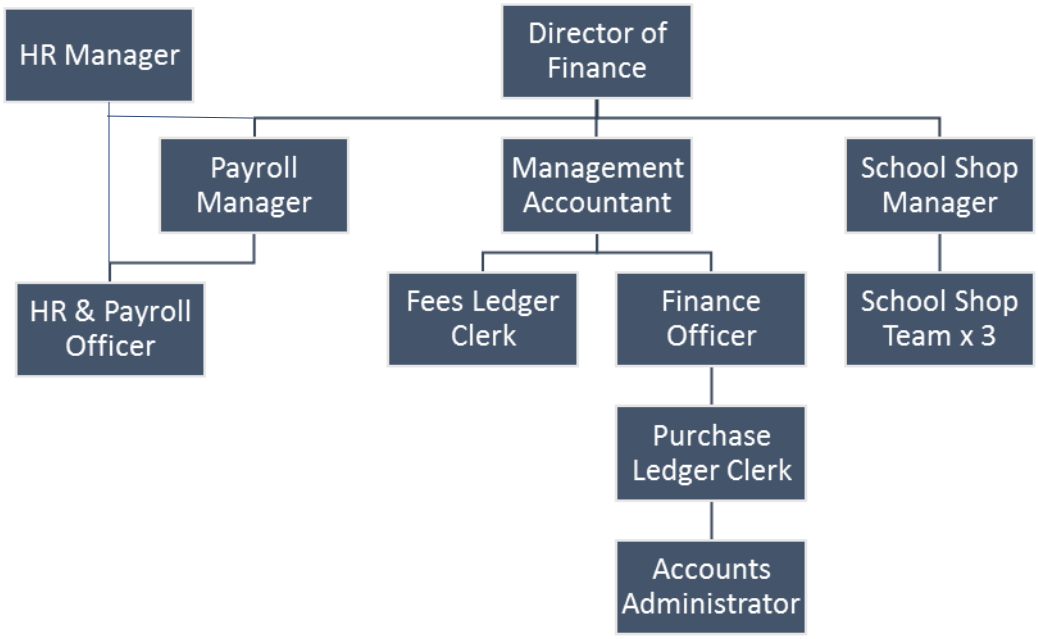
Exciting times are ahead.



Rhiannon J Wilkinson

Headmistress

THE FINANCE & HR DEPARTMENTS





PERSON SPECIFICATION

The successful candidate will be an experienced payroll professional with the potential to flourish in the Wycombe Abbey context and make a significant contribution to the School's continued development as a world-leading educational community. More specifically, he or she will possess the following experience, skills, knowledge and personal attributes:

- Holder of a recognised qualification in Payroll and Pensions e.g. CIPP Diploma in Payroll Management or equivalent.
- Membership of Chartered Institute of Payroll Professionals (CIPP) is desirable
- Previous experience of payroll management in a similar organisation is essential
- Detailed knowledge of payroll systems, tax and National Insurance rules
- Experience of designing and implementing internal controls and audits
- Detailed knowledge of relevant legislation relating to Payroll and Pensions
- Experience of working with Payroll software such as SAGE
- Excellent problem-solving skills with the ability to resolve complex financial issues
- Ability to work under pressure to meet deadlines whilst maintaining accuracy
- Ability to use initiative and manage own workload
- Effective communication and interpersonal skills with the ability to build strong relationships with colleagues, Council members, parents and external agencies
- An understanding of independent education, particularly boarding







BENEFITS OF LIVING IN HIGH WYCOMBE

Wycombe Abbey is set in 170 acres of parkland. It is a beautiful countryside setting, within a 5-minute walk of the town of High Wycombe where there are many cultural amenities such as the Swan Theatre, with touring West End productions, a multiplex cinema, a range of restaurants and shops including a John Lewis and a House of Fraser. A Waitrose has opened nearby, and there is easy access to the Chiltern Hills and attractive towns such as Marlow, Beaconsfield and Henley-on-Thames nearby. There are many National Trust properties within five miles such as Hughenden Manor, Disraeli's home for many years, West Wycombe Park and Cliveden.

There are outstanding Grammar Schools for boys and girls in High Wycombe itself and also in surrounding towns. London is within easy reach, with the fast train from High Wycombe to London Marylebone taking just 24 minutes. Oxford is within 30 miles, Wembley Stadium and Heathrow are just 20 miles away and there are good transport links to the other London airports.

TERMS OF APPOINTMENT

A formal contract of employment will be drawn up on appointment. The following notes provide guidance, without prejudice, on the main provisions of the agreement.

CONTRACT
This is a full-time, permanent contract.

APPOINTMENT DATE
As soon as possible.

HOURS OF WORK
Flexible hours could be considered for this role.

SALARY
Dependent on experience

PENSION SCHEME
All eligible staff will be enrolled automatically within the School's pension scheme.

DEATH IN SERVICE COVER
Members of the pension scheme have life cover at x 2 annual salary.

TRAINING & DEVELOPMENT
There is an extensive induction programme for new colleagues and ongoing professional development and training of all staff.

PROVISION OF MEALS
Meals and refreshments are provided free of charge during the working day.

SPORTS CENTRE
The facilities in the Davies Sports Centre (swimming pool, squash courts, fitness suite, etc.) are available for staff use.

FEE REMISSION
Fee remission is available for daughters attending the School, subject to the usual entry requirements and space being available.

PARKING
Free parking is provided.

EQUAL OPPORTUNITIES
It is the policy of Wycombe Abbey to ensure equality of opportunity for all members of staff, both teaching and support staff.

SAFEGUARDING
All staff share responsibility for promoting and safeguarding the welfare of the pupils and must adhere to, and comply with, the school's Child Protection Policy at all times.

PRE-EMPLOYMENT CHECKS
The appointment is subject to an Enhanced Disclosure and Barring check.

APPLICATIONS
The closing date for applications is 12 noon on 2nd March 2018

Please submit a completed application form (available on our website under 'Vacancies') as soon as possible, together with a covering letter addressed to the Bursar, Mrs Anne Bolton, outlining the experience and personal qualities which you believe qualify you for this position. The application form and letter should be emailed to Mrs J Wetenhall, HR Manager:

wetenhallj@wycombeabbey.com



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www.wycombeabbey.com