



KING WILLIAM'S COLLEGE

Title: HR Administrator and Payroll Officer
Reports to: HR Manager
Department Team: Human Resources
Job location: King William's College



King William's College and The Buchan School are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The successful candidate will also require satisfactory references and confirmation of education. A medical examination may be required. If necessary this will be undertaken at the expense of King William's College. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Head.



The School

King William's College was opened in 1833 through public subscription and the support of Bishop Barrow's Charity, which itself had been founded in 1668. For most of its history, the school operated primarily as a boys' boarding school supplemented by day boys. Girls were first admitted to the Sixth Form in the late seventies and the school became fully co-educational in 1987. In 1991, King William's College merged with The Buchan School, (situated in Castletown and founded in 1875), to provide education for young ladies, also under the auspices of Bishop Barrow's Charity.

The two sites now constitute one school administered by a single Board of Governors and with the same overall vision and ethos. The sites are less than two miles apart and The Buchan School provides Nursery and Prep curricula for children from 2 years to 11 years of age. King William's College provides a non-selective education up to IGCSE and all Sixth Form students take the International Baccalaureate Diploma. There are currently around 70 children at The Buchan Nursery, 162 at The Buchan School and 383 at King William's College. There are two boarding houses at College with around 86 boarders of which about 50 are International. The School is a Church of England Foundation although the pupil body includes those of many faiths.

The School is run on year-group lines for academic purposes while the House system has been retained for social interaction including Drama, Music and Sport. In 2002 King William's College began teaching the International Baccalaureate Diploma. Since then close to 1000 students have studied the Diploma with us and we have become one of the largest and most successful IB schools in Britain. We believe that it is an excellent preparation for both university and life beyond and it is the only qualification we offer in the Sixth Form.

The King William's College enjoys a magnificent setting facing Castletown Bay in the south of the Island. The site is dominated by the main school building with its quadrangle and clock tower. The Buchan site is constructed around an early Victorian country house, in a pleasant parkland setting on the edge of Castletown.

The Role

The post-holder plays an important and essential role by providing an effective HR administrative support to the Head of HR and payroll support to the Financial Controller.

While the main focus will be on providing HR support and payroll support, as part of a larger School and King William's College administrative team the post-holder will be expected to have a flexible approach to assisting others where necessary, which may include answering the phone, dealing with visitors to the College and the Buchan, and answering general queries from both parents, pupils and visitors in the absence of other administration staff.

Key Duties and Responsibilities

HR Administration

- Dealing with all recruitment administration, drafting job descriptions, placing advertisements, dealing with applicants, assisting with shortlisting, arranging interviews and producing offer letters and contracts of employment;
- Managing the induction of new employees, including carrying out all employment checks and setting up personal files;
- Managing the staff database (single central record) with all staff details, updating with starters and leavers and all other relevant data;
- Maintaining all personnel files, ensuring all paperwork is properly organised and filed accurately and all on-line systems are accurate;
- Supporting the Head of HR with ad-hoc projects as required, e.g. safeguarding initiatives, training plans and appraisal systems;
- Supporting the COO Team during busy periods and holiday periods, to include dealing with telephone queries, emails and various administrative tasks as required.

KWC & Buchan Monthly/Weekly Payroll

- Producing a weekly payroll within a tight deadline. Identifying and understanding the numerous components required to produce weekly staff members pay (Tax codes, NI codes, holidays, sick, maternity, paternity, etc).
- Recording of holidays, overtime and absenteeism for the weekly paid staff at KWC and the Buchan.
- Maintain and use electronic clocking in/out devices based at KWC and the Buchan.
- Production of the monthly payroll.
- Production of monthly non-teaching pension spreadsheet for upload to Aviva.
- Production of monthly Teachers pension spreadsheet for upload to IOM Government.

Skills & Experience Required

The successful candidate will have strong administration/secretarial skills, together with general office experience and excellent IT skills with the ability to produce professional documents using all Microsoft Office software. Strong interpersonal skills are essential, with a can-do approach, and the ability to work on his/her own initiative.

The following attributes are key to this post:

- The ability to work closely with the Head of HR and the Financial Controller to provide professional, confidential and efficient support;
- Must be a team player and be able to work with a wide range of individuals in the organisation, which will include administration colleagues, teaching staff, parents and pupils;
- Previous payroll experience is essential;
- Experience working in an administrative role within a school environment would be an advantage;
- Previous experience as an HR Administrator would be highly desirable, although not essential;
- Advanced level skills in Word, Excel and PowerPoint would be desirable, together with touch typing skills and experience of using databases;
- The ability to communicate well and interact with all colleagues. A strong team player with good interpersonal skills;
- Excellent writing skills and the ability to proofread documents quickly;
- Able to meet strict deadlines and be able to prioritise and multi task in a busy office environment;
- A proactive mind, and keen to develop new ways of working in order to improve current systems and processes;
- A flexible approach to work which accepts that there may be additional working hours required from time to time;
- A strong educational background is desired, with a minimum of 5 GCSEs (or equivalent), including Maths and English;

This job description is not exhaustive or exclusive. It may be changed with the needs of the service, but only with the prior consultation with the post holder.

Confidentiality

It is expected that the post holder will maintain a high standard of confidentiality in all of his/ her duties.

Probationary Period

This post carries a probationary period of six months

Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Contributory Personal Pension Scheme
- 25 days annual leave plus statutory public holidays
- General Life Assurance
- Private Healthcare
- Free Car Parking

Remuneration

King William's College has its own generous pay scale and the financial package offered will be commensurate with the responsibilities of the post and the experience of the person appointed. A remission for academic fees is available for the successful applicant's children when they enrol at The Buchan School or at King William's College. The appointment is pensionable and the College participates in a contributory pension scheme.

Applications

A completed application form together with a covering letter should be submitted by post to: Head of HR, HR Department, King William's College, Castletown, Isle of Man, IM9 1TP or by email to: hr@kwc.im

