



**THE
DIOCESE OF
SHEFFIELD
ACADEMIES
TRUST**

**Flanderwell Early Excellence Centre
Greenfield Court
Flanderwell
Rotherham
S66 2JF**

**Tel: 01709 718640 option 1
Email: enquiries@dsat.education**

THE DIOCESE OF SHEFFIELD ACADEMIES TRUST (DSAT)

- JOB DESCRIPTION:** Payroll and HR Transactional Officer X 2 Posts
- SALARY DETAILS:** Band H SCP 24-27 on the NJC Pay Structure
£29,174 - £31,895 FTE
- CLOSING DATE:** Friday 20th May 2022 at 12noon
- WORKING PATTERN:** Permanent, 20 hours per week, term time plus 2 weeks
Working days/hours/weeks will be flexible, there will be a
mixture of hybrid working (home and office working)
- INTERVIEWS:** Week commencing 23rd May 2022
- POST COMMENCING:** W/C 4th July 2022 or as soon as possible after this date

We are looking to appoint 2 suitably qualified and experienced people for the role of Payroll and HR Transactional Officer within our growing Trust. The successful candidates will provide all aspects of transactional HR and manage an end to end in house payroll system.

The Payroll Officers will be directly responsible to Head of Business and Operations and will work closely with the People Director. The Head of Business and Operations and the People Director are key members of the Trust's Central Management Team (CMT), managing all aspects of HR and Payroll.

At DSAT Multi Academy Trust children are at the centre of all we do. Our ambitious and emerging Multi Academy Trust currently comprises of 15 Primary schools across Rotherham, Sheffield and Doncaster with around 540 employees.

We are seeking:

- Someone that has a successful track record in payroll, highly experienced in running an end to end payroll system (Access Envoy)
- Ability to multi task across a range of activities, whilst working within tight time frames; and reporting to a range of stakeholders
- A conscientious person who sets high standards with attention to detail
- Someone who can develop good relationships with staff and has excellent communication skills
- A good team member, but able to work independently

We can offer you:

- The opportunity to work in a supportive and collaborative environment
- The opportunity to join a very enthusiastic and committed team
- Planned professional development
- Flexible working hours/days
- Flexible holidays, subject to payroll deadlines
- Hybrid working

If you would an informal chat to discuss this role further, please do not hesitate to get in touch on 01709 718640 option 1

We are looking for candidates, who will bring enthusiasm, drive and individuality working across our Academy Trust.

Closing date: Applications are to be received no later than 12 noon on Friday 20th May 2022.

The Diocese of Sheffield Academies Trust is committed to Safeguarding & Promoting the Welfare of Children, young people and vulnerable adults and expects all staff to share this commitment. We are an Equal Opportunities Employer.

This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level. Further information about the Disclosure Scheme can be found at www.gov.uk/disclosure-barring-service-check