

SOUTHEND HIGH SCHOOL FOR BOYS

ACADEMY GRAMMAR SCHOOL

Prittlewell Chase, Southend-on-Sea, Essex, SS0 0RG

Telephone: 01702 606200

Fax: 01702 606257

Website: www.shsb.org.uk



Headteacher: Robin M Bevan MA MEd PhD FRSA FCCT

HR, Payroll and Pensions Manager

Required as soon as possible

37 hours per week – full time (52 weeks per year)

Scale 8-9 dependent on experience and qualifications

(£29,577 - £32,910 starting salary)

We are a hugely oversubscribed school, complimented by our latest OFSTED inspection on many aspects including our forward vision and academic excellence: *"attitudes to learning and relationships between staff and students are exemplary"*.

We are looking to appoint an HR, Payroll and Pensions Manager who is either CIPD qualified or has demonstrable experience. The successful candidate ideally should be skilled and confident within both an educational environment and a busy administrative role.

It is essential that you are experienced in managing a full range of HR activities.

Flexible, self-motivated and able to work on own initiative, you will need the ability to work to deadlines and remain calm under pressure.

Excellent IT skills and good interpersonal skills are a must, as is a good sense of humour!

The successful applicant will be subject to an enhanced DBS check.

Full details of the role and person specification are available on our website, together with an application form - www.shsb.org.uk

Closing date: Midday, Friday 23rd April 2021 (although we reserve the right to call early applicants to interview and appoint prior to the closing date)