



KING EDWARD'S SCHOOL
BIRMINGHAM



KING EDWARD VI
HIGH SCHOOL FOR GIRLS

Recruitment and Payroll Officer

The Schools are seeking an enthusiastic, detail-oriented payroll and recruitment professional to join our Human Resources team to support approximately 500 staff across both schools.

Job Purpose

To provide an efficient, accurate and confidential recruitment and HR service across the Schools. The role ensures that all staff and workers are paid correctly and on time, and that recruitment and onboarding processes comply with safer recruitment, statutory and policy requirements. You will be joining the team at a busy time as we continue the implementation of a new HR structure, and continue to review and improve our systems, policies and processes.

The successful applicant will be involved with on boarding newly appointed colleagues, working with the HR team and wider Schools' teams to maintain and update regulatory records for staff. There will also be opportunities to get involved with other HR activities on an ad hoc basis.

The role is a full-time, all year round, permanent position starting as soon as possible. The successful candidate will work 37 hours per week. A term time arrangement with plus days in the holidays would be considered for the right candidate.

Salary:	Grade 8: Actual salary of £35,713 - £37,850 (depending on experience)
Hours:	37 hours per week: 8:30 am – 4:30 pm Monday to Thursday and 8:00am – 4:00 pm Friday (with a 30-minute unpaid break)
Type of position:	All year round (term time - on site, school holidays - some flexibility for hybrid working).
Other benefits:	Enrolment into a Defined Contribution pension scheme 60% off school fees at King Edward's School and King Edward VI High School for Girls (subject to admissions criteria) Free on-site parking Free lunches in term-time Use of the onsite gym and swimming pool
Reporting to:	HR Director



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Key Responsibilities

Recruitment and on boarding

- Manage the end-to-end recruitment process for teaching and support staff in line with safer recruitment requirements including: undertaking pre-employment checks including right to work, references, medical clearance, and enhanced DBS checks.
- Draft and publish adverts, coordinate applications, shortlisting, interviews, and selection arrangements.
- Facilitate interview days, liaising with all staff involved in the process in a timely manner.
- Prepare and issue offer letters and contracts of employment.
- Ensure that the Selection, Recruitment and Disclosure Policy is followed for all appointments.
- Ensure GDPR compliance when dealing with HR data.
- Support line managers in developing job descriptions and person specifications.
- Develop and manage recruitment data and produce regular reports on vacancies and workforce trends.
- Support new starters through induction and ensure all mandatory documentation and training is completed.

Payroll – in collaboration with the central Foundation Payroll team

- Manage all pay changes including starters, leavers, increments and contractual changes on the payroll system (iTrent) ensuring deadlines are met, and accuracy and compliance with HMRC and payroll are maintained.
- Maintain accurate payroll and HR records, ensuring data integrity and GDPR compliance.
- Produce reports to support budget monitoring, pay reviews and audits.
- Respond promptly to payroll-related queries from staff and managers.
- Maintain employee files and records.
- Support HR projects, audits, and initiatives as needed.
- Ability to handle sensitive situations and maintain a high level of discretion.
- Support annual pay progression, cost of living reviews and other salary adjustments.

Other

- To oversee the general HR mailbox and deal with all staff queries on a timely basis, working alongside the HR Administrator.
- Work with members of the Academy Trust and Foundation Office HR team as required.
- Maintain and update the Single Central Record (SCR) accurately at all times as part of a team.

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- Be aware of, and work within, the statutory frameworks relating to schools including Keeping Children Safe in Education and the regulatory requirements laid down by the Independent Schools Inspectorate.
- Assist with workforce data returns such as the School Workforce Census.
- Ensure the safety and well-being of children and young people by adhering to the School's Child Protection Policy and Staff Code of Conduct
- Be fully conversant with the ethos of the Schools and always demonstrate this.
- Undertake mandatory training as required.
- Support HR projects and process improvements to enhance service delivery.
- Ensure all activities are conducted in line with school/trust policies and statutory obligations.
- Undertake any other reasonable duties as requested by the HR Director, Bursar, or Chief Master & Principal.



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Person Specification

	Essential	Desirable
Educated to degree level or similar.		Yes
Experience in payroll administration and recruitment processes, ideally within a school or public sector setting	Yes	
Thorough understanding of safer recruitment, current school safeguarding regulations, right to work and DBS requirements.	Yes	
Strong IT skills, including HR/payroll systems and Microsoft Office.	Yes	
Proficient in the use of iTrent		Yes
Experience of maintaining a Single Central Record.	Yes	
CIPD or payroll-related qualification (or working towards).	Yes	
The ability to always work with discretion.	Yes	
An ability to work independently, within a team and across the School network.	Yes	
Excellent verbal and written communication skills.	Yes	
Good time management with the ability to work under pressure and prioritise as necessary.	Yes	
Excellent attention to detail and confidentiality.	Yes	
Strong organisational and multitasking abilities.	Yes	

How to apply

To apply for this role, please forward a completed application form and equal opportunities form (both available for download [here](#)) and a covering letter addressed to the Bursar - Operations (Mrs Jenny Butterworth) by email to: kesrecruitment@keschools.org.uk

If you have any queries about the role or would like to discuss it in more detail, please contact the HR Director, Harish Kauldhar – h.kauldhar@keschools.org.uk

The deadline for applications is 8 am on Tuesday 28 October 2025, however, applications will be reviewed on receipt and so early applications are encouraged. We reserve the right to bring forward the closing date and interview date if sufficient applications have been received.

Interviews will provisionally take place on Wednesday 5 November 2025.

King Edward's School and King Edward VI High School for Girls are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants invited to interview will be required to provide proof of identity, preferably a birth certificate, although where this is not available, we will accept other forms of ID. Online searches will also be carried out for all shortlisted candidates, as required by Keeping Children Safe in Education. Successful candidates will be required to undergo an enhanced DBS check and other pre-employment checks. A copy of the School's Recruitment, Selection and Disclosure Policy is available on the website www.kes.org.uk.