

The Trustees are looking to recruit to the post of  
**Payroll Officer**

22 hours per week / full year

NJC Point 6 SCP 26-28: £23,866 – £25,463 (FTE salary)

£14,320 - £15,271 (actual salary)

Pay award pending April 2019

New Bridge Multi Academy Trust (MAT) presently comprises New Bridge School, New Bridge Learning Centre, Spring Brook Academy, Hollinwood Academy and Hawthorns School. We support the learning, social and pastoral needs of over 700 young people aged between 4 and 19 years. In addition, we offer a 19+ years provision, New Bridge Horizons, the Future Finders Employability College and a cafeteria concession, The Atrium, based in Oldham town centre. We also have supported student placements at the Royal Oldham Hospital and Manchester Metropolitan University. All these components form the New Bridge Group.

We are looking to recruit a committed, motivated and flexible Payroll Officer with a good knowledge of PAYE, NI, SSP and SMP to assist in processing a monthly payroll of approximately 500 employees within the New Bridge Group and also approximately 200 employees from another MAT. Knowledge of the Local Government and Teachers' pension schemes is desirable but not essential as training will be given. Previous experience of using Selima payroll system would be advantageous but not essential as training will be provided for the right candidate.

**New Bridge MAT is committed to safeguarding and promoting the welfare of children and applicants must have a commitment to safeguarding young people. This post is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references will be sought prior to interview.**

**Based:** Initially at Hollinwood Academy, Roman Road, Hollinwood

**Hours of work:** 22 hours per week (full year), working days to be agreed.

**Commencing:** ASAP

**Closing Date:** Friday 8<sup>th</sup> March 2019

**Interviews:** Week commencing 11<sup>th</sup> March 2019

**Further information:** Andy Shaw (Payroll Manager) – 0161 883 2401 ext. 4006

**Completed application forms to be returned to:** [hr@newbridgegroup.org](mailto:hr@newbridgegroup.org)