**WYVERN COLLEGE**

**BOTLEY ROAD, FAIR OAK, EASTLEIGH, HANTS, S050 7AN**

E-mail: hrdept@wyvern.hants.sch.uk Tel. 023 8069 2679

**PAYROLL AND HR ASSSITANT**

**(Scale C, £24,405-£25,430 FTE) 18 hours per week, TERM TIME ONLY + 1 WEEK**

Hours can be worked flexibly

We have a vacancy for a Payroll and HR Assistant to join a busy and friendly team. The role will include various aspects of payroll inputting and HR administration. You will have sole responsibility for the monthly variable payroll and recording of absences. Other work will be undertaken in conjunction with the HR Manager and HR Assistant dealing with the recruitment process. We are seeking someone with high level administrative and organisational skills. The post is for 18 hours a week to be worked flexibly. Hours worked must cover Tuesday – Friday. Job shares will be considered.

Wyvern is a 11-16 mixed comprehensive school, serving the communities of Fair Oak, Horton Heath, Bishopstoke, Durley and Upham and the surrounding area. Increasingly, families from outside the catchment area are seeking Wyvern places for their children.

**We offer:**

* A friendly and supportive work environment where staff feel valued
* Good training & development opportunities
* Discounted childcare in our on-site nursery
* Discounted use of our sport and fitness facilities
* Free parking & many other benefits

We have consistently high achievement and the college was categorized as ‘good’ in its last OFSTED inspection in December 2023.

The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to undertake a disclosure and barring service check. All appointments are subject to the satisfactory completion of all pre-employment checks.

Application packs available from [www.wyverncollege.org.uk/recruitment](http://www.wyverncollege.org.uk/recruitment)

Please note: CVs will not be accepted as an alternative form of application and will not be placed into shortlisting

**Closing Date Friday 21st February 2025**

**Disclaimer: We reserve the right to close a vacancy earlier than the advertised date if we receive applications that meet the criteria. Once a vacancy has closed, we are unable to consider further applications, so please submit your application as soon as possible to avoid disappointment.**