



RATCLIFFE
COLLEGE

Appointment of

PAYROLL OFFICER



**BEGIN HERE,
GO ANYWHERE.**

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HEADMASTER'S INTRODUCTION

Welcome to Ratcliffe College.

I am delighted that you are considering applying for a role at our wonderful school. First and foremost, Ratcliffe College is a fantastic place to work. We are blessed with a beautiful physical environment set in almost 200 acres of rolling Leicestershire countryside. Our staff, teaching and non-teaching, work in harness, daily, to provide a safe, secure, and nurturing environment for the children and young people to enjoy. Our collegiality is built on the foundations of the College's Catholic faith, which welcomes everyone with the same universality of warmth and respect, embracing difference and cultivating an authentic community which values everyone equally.

As a Catholic School with a proud Rosminian heritage which has endured since our Foundation in 1847, our aim is to help young people to achieve their greatest potential, guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others. Together, we aim to develop honest, confident, responsible, and compassionate members of society, based on the educational values of Blessed Antonio Rosmini, inspired by our school motto, *Legis Plenitudo Caritas* or Love is the fulfilment of the Law.

At Ratcliffe College, Christ is very much at the centre of all that we do. So, if our Mission resonates, and you believe you can be happy and thrive here, I encourage you to apply and join our team of staff as we fulfil our Mission.

I wish you all the very best of luck with your application.

Yours sincerely,

Kind regards,



Mr J. P. Reddin,
Headmaster.



BEGIN HERE, GO ANYWHERE.





OUR MISSION STATEMENT

“Learning and Growing in the Light of the Gospel.”

With Christ at the centre of our learning we:

- Help young people to achieve their greatest potential.
- Guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others.
- Aim to develop honest, confident, responsible and compassionate members of society, based on the educational values of Blessed Antonio Rosmini.

Our core Rosminian values:

1. Legis Plenitudo Charitas: Love is the Fulfilment of the Law.

Our community recognises each individual as a unique part of God’s creation, nurtures in each a sense of dignity and self-worth, and fosters supportive and caring relationships.

2. Rosminian Education pursues the perfection of both human nature and the human person.

Our students’ intellect and talents are formed by a broad and balanced curriculum, responsive to and supportive of students’ needs and aspirations. Our students’ moral integrity is developed through the teaching, celebration and the living of Christian faith.

3. Intellectual integrity leads us to the Truth.

God is the source of all truth. Our staff are encouraged to foster intellectual curiosity, honesty and achievement in their students and within themselves.

OUR VISION

To be a leading independent day and boarding school, which is financially secure.



SCAN THE CODE
3-YEAR STRATEGY
DEVELOPMENT PLAN
2025-2028.

ABOUT RATCLIFFE COLLEGE

Ratcliffe College is an Outstanding Roman Catholic, co-educational, day and boarding school for students aged between 3 and 18 years, founded in 1847 by the Institute of Charity (known as the Rosminians).

Whilst Ratcliffe operates as a Catholic school, children are welcomed from other denominations and faiths whose parents feel they can share in, and benefit from, the ethos and environment of the College. The majority of students at Ratcliffe are day students drawn from the local catchment area of Leicestershire, Nottinghamshire and Derbyshire.

The Senior Leadership Team comprises:

- **Headmaster**
Mr J Reddin, BSc, MSc, NPQH
- **Senior Deputy Head**
Mr K Ryce, BA, MSc
- **Deputy Head Pastoral**
Mr J Rainer, BA, MA
- **Director of Safeguarding**
Mr J Masterton
- **Assistant Head Academic**
Ms J Davis, BA, MSc
- **Assistant Head, Head of Sixth Form**
Mr B Harrison, BA
- **Head of Preparatory School**
Mrs S Minford, BA, MA
- **Deputy Head of Preparatory School**
Mrs M Markham, BMus
- **Director of Finance and Operations**
Mr C Bellamy, HND

Ratcliffe College Preparatory School

Ratcliffe College Preparatory School is a thriving and nurturing environment where children aged 3 to 11 are encouraged to develop a lifelong love of learning. As part of the wider Ratcliffe College community, the Prep School benefits from outstanding facilities, a beautiful campus setting, and access to specialist teaching, ensuring a seamless educational journey from Early Years through to Senior School.

Ratcliffe College Preparatory School provides a rich, well-rounded educational experience that nurtures each child's unique talents and potential. Our dedicated staff are committed to delivering a broad, balanced, and ambitious curriculum that supports academic excellence while nurturing creativity, confidence, and character. Alongside core subjects, pupils enjoy a wide range of specialist-led lessons including Music, French, Spanish, Latin, Drama, Physical Education and Games.

Small class sizes and a strong sense of community allow us to truly know each child and support their individual strengths and needs.

An extensive co-curricular programme, regular trips, and enrichment opportunities further enhance pupils' experiences, helping to develop well-rounded individuals prepared for the next stage of their education. The Preparatory School is an exciting and rewarding place to work. Staff are valued members of a collaborative and forward-thinking team, playing an active role in shaping the character and culture of the school.

Boarding Community

Ratcliffe benefits from a vibrant, warm and welcoming boarding community that has long been part of the School's history. All students are encouraged to participate in boarding during their years at school – as full, weekly, part-time or occasional boarders. Its close-knit community of friends and teachers' is a supportive environment where our young people thrive.

Our boarding community comprises students from both the UK and overseas, including those who join through our partnership with the Academy at Leicester City Football Club.

The College also offers several short-term international boarding programmes throughout the year, including 3–4 immersion taster experiences and an annual International Summer School, all delivered by Ratcliffe staff.

Boarders benefit from a strong pastoral framework. Each student is supported by a Form Tutor who monitors their academic progress and personal development, alongside the care and guidance provided by a dedicated and experienced boarding team.



Rosmini Sixth Form Centre



ACADEMIC EXCELLENCE

Ratcliffe students enjoy an excellent all-round balanced education, underpinned by the College's core Rosminian Catholic ethos.

While students at Ratcliffe have a broad range of ability, academic success is strongly encouraged, valued and recognised; indeed, the greatly improved academic standards in recent years have proved popular both with parents and prospective parents, as reflected in the numbers of students applying to join the College.

Ratcliffe College has repeatedly ranked in the top 10% nationally for value added results at A Level.

A Level results achieved in 2025:

- 45% of A Level grades A*/A
- 71% grade B or above.
- Ten percent of students achieved A*/A*/A or better.
- One in four students achieved A Level or BTEC grades equivalent to A/A/A or higher.

Over 90% of students typically achieve their first choice pathway for life after School. This includes students taking up places at Oxford, Cambridge, and other highly selective Russell Group universities; for Medicine, Dentistry and Veterinary Science; and at universities abroad.

Ratcliffe College has been judged 'Excellent' in all areas (ISI Inspection, 2022).

Read the full Inspection Report [here](#).

THE BENEFITS OF WORKING AT RATCLIFFE COLLEGE



SCAN THE CODE
VIRTUAL CAMPUS
TOUR.



Free lunch and refreshments



Free parking on-site



**TPS or Defined Contributions
Pension Scheme**



**Professional Developmental
opportunities**



Staff Wellbeing

- Staff Wellbeing Committee
- Free staff social events
- Access to on-site Medical Care
- Ratcliffe College Community Committee
- Access to the School Counsellor
- Free health line for staff and their families



Sport and Leisure

- Free use of the on-site gym (at specified times)
- Leicestershire County Cricket Club family tickets (limited)



VACANCY

PAYROLL OFFICER

We are recruiting for an efficient Payroll Officer to join our small friendly team and be responsible for all payroll processes. You will take on the management of employee data, ensuring employees are paid accurately and on time; have a strong working knowledge of UK payroll compliance and have proven experience of administering pension schemes.

You will have strong numeracy skills, exceptional attention to detail and be able to multitask effectively.

Salary and Working Hours

Part time: 20 hours p/w

Time: 9.00am – 1.00pm Monday to Friday, open to flexible working pattern in school holidays

Salary: £17,269 p/a (0.53FTE)

We are committed to safer recruitment, safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and an open-source check will also be undertaken.

Closing date for applications:

9.00am on Thursday 11th September 2025.

Interviews to be held:

w/c 15th September 2025.

The School reserves the right to interview ahead of the closing date, early application is therefore encouraged.



JOB DESCRIPTION

We are recruiting for an efficient Payroll Officer to join our small friendly team and be responsible for all payroll processes. You will take on the management of employee data, ensuring employees are paid accurately and on time; have a strong working knowledge of UK payroll compliance and have proven experience of administering pension schemes.

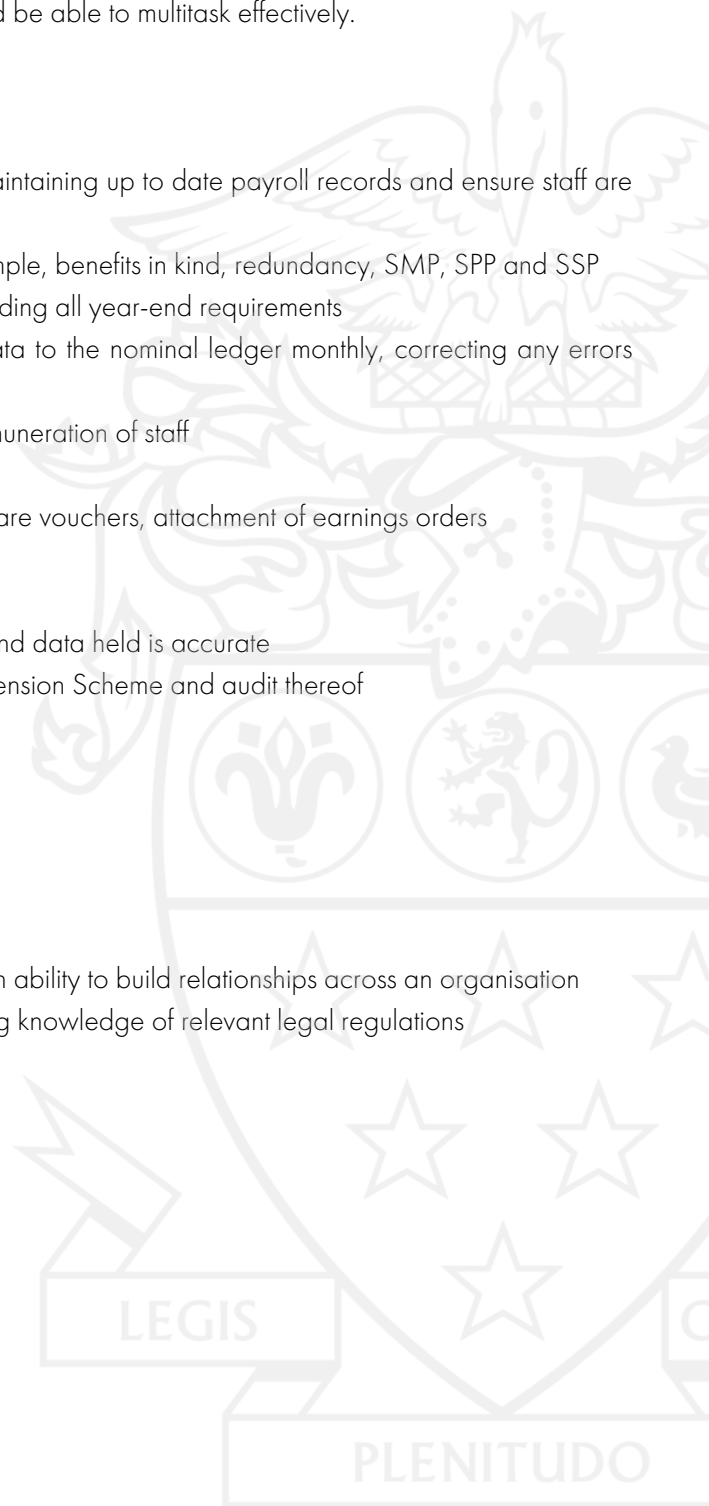
You will have strong numeracy skills, exceptional attention to detail and be able to multitask effectively.

Responsibilities:

- Process monthly payroll for circa 350 employees – accurately maintaining up to date payroll records and ensure staff are paid in line with payroll deadlines
- Apply knowledge of PAYE/NIC and statutory payments, for example, benefits in kind, redundancy, SMP, SPP and SSP
- Ensure correct returns are made in a timely fashion to HMRC including all year-end requirements
- Prepare month end payroll journals and reconcile the payroll data to the nominal ledger monthly, correcting any errors found
- Keep up to date with any changes in legislation relating to the remuneration of staff
- Process all starters and leavers
- Prepare bank payment for regular payments such as PAYE, childcare vouchers, attachment of earnings orders
- Main point of contact for all staff enquiries relating to payroll
- Prepare and issue all payslips monthly
- Coordinate with the HR department to ensure all employee pay and data held is accurate
- Administration of three pension schemes including the Teachers' Pension Scheme and audit thereof
- Prepare data for Gender Pay Gap Report
- Support the Finance Dept as required

Requirements:

- Strong IT skills
- Excellent attention to detail and numeracy skills
- Excellent communication skills, both written and oral, with a proven ability to build relationships across an organisation
- 2+ years of working within payroll including evidence of a working knowledge of relevant legal regulations
- Ability to prioritise and multitask effectively



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS AND EDUCATION	<ul style="list-style-type: none"> GCSEs including Maths & English equivalent to grade C or above 	<ul style="list-style-type: none"> Professional Qualification eg. CIPP Level 3 Payroll Administrator or equivalent 	<ul style="list-style-type: none"> Application form/Interview
SKILLS	<ul style="list-style-type: none"> High level of attention to detail with strong numerical and data entry skills Ability to work independently to deadlines and to prioritise workload effectively Excellent communication at all levels, orally and in writing Strong IT skills, particularly in Excel 		<ul style="list-style-type: none"> Application form/Interview
EXPERIENCE	<ul style="list-style-type: none"> Proven experience in administering end to end payroll Administration of pension schemes including auto-enrolment, statutory returns and liaison with pension providers Calculating and processing statutory payments such as SSP, SMP, SPP etc Familiarity with year- end requirements eg. FPS, P60s, P11Ds, NICs and audits Knowledge of UK payroll legislation Proficient use of Payroll Software 	<ul style="list-style-type: none"> Previous experience of working within Education Working knowledge of Teachers' Pension Scheme Use of IRIS Payroll software 	<ul style="list-style-type: none"> Application form/Interview
PERSONAL QUALITIES	<ul style="list-style-type: none"> A self-starter and reliable; with a positive can-do work attitude Excellent attention to detail Methodical & highly organised Able to work to tight deadlines Discreet and trustworthy with confidential information 		<ul style="list-style-type: none"> Application form/Interview

HOW TO APPLY

1

COMPLETE AN ONLINE APPLICATION FORM

[Visit our vacancies page.](#)

Please follow the link above to visit the main vacancies page on our school website. Search for the vacancy you wish to apply for, complete the online application form in full and submit it to us before the closing date.

2

INVITED TO INTERVIEW

If you do not hear anything further within two weeks of the closing date, please assume that you have not been successful on this occasion.

Ratcliffe College reserves the right to interview and appoint ahead of the closing date.



RATCLIFFE TERMS

Child Protection

Ratcliffe College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This role is exempt from the Rehabilitation of Offenders Act 1974, and applicants are required to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules), in order to assess their suitability to work with children.

For further information, please see the [Recruitment, Selection and Disclosures Policy](#) and <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

The College is also registered for the processing of personal data in accordance with the Data Protection Act 1998. Such checks are required in accordance with the Recruitment, Selection and Disclosures policy and the Data Protection policy. Copies of these policies may be obtained from the Director of Finance and Operations upon request.

The appointment is subject to satisfactory:

- References, of which one must be from a current or most recent employer if not currently in employment
- Disclosure and Barring Service check (including children’s barred list check if appropriate)
- Open source check
- Proof of identity
- Right to work check
- Qualifications check
- Health screening





EST. 1847

RATCLIFFE
COLLEGE

Ratcliffe College, Fosse Way, Ratcliffe on the Wreake, Leicester, LE7 4SG



www.ratcliffecollege.com



HR: 01509 817089



HR@ratcliffecollege.com

