



## **PAYROLL & PEOPLE ADMINISTRATOR**

**15 - 20 hours per week (flexible working considered)**

**Permanent, All Year round position**

**Based:** Cuckfield

**Salary:** £25,584 - £28,015 per annum (£10,371.89 - £15,143.24 pro-rata) Grade E - F (depending on experience and prorated based on hours worked)

**Holiday:** 23 days plus bank holidays, increasing to 27 days plus bank holidays after 5 years service (prorated based on hours worked)

Are you looking for an exciting new opportunity in an organisation which nurtures and encourages the development of personal and professional excellence? Sussex Learning Trust is a collaborative and inclusive multi-academy trust comprising a number of primary, secondary and all through academies across Sussex. We are committed to excellence in education and operational effectiveness across our central support services.

Our people are at the heart of what we do, and we are now seeking an experienced Payroll & People Administrator to join our central People team to help support high-quality service delivery to our academies and staff. You will

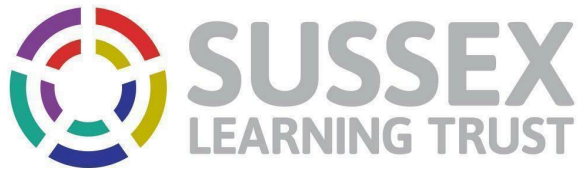
- provide accurate and timely administrative support across all aspects of the employee lifecycle, with a particular focus on payroll and pensions coordination.
- be the key liaison between our internal HR system (SAMPeople) and our external payroll provider, ensuring data integrity, resolving queries, and providing excellent service to staff.
- deal with payroll and pension queries and calculations, supporting the reconciliation of monthly payroll reports, and pension scheme processes (including Teachers' Pensions and LGPS)
- provide general People related administration support across the full span of the team's responsibilities when required, including advertisements, recruitment and onboarding.

Do you have strong interpersonal, administration, organisational and prioritisation skills? Are you positive, proactive, solution focused and able to respond well in a fast-paced and changing environment? Then you could be what we are looking for.

This is a new role and getting the right person with the above skills and abilities is key. You are likely to be an experienced payroll administrator / clerk or maybe a competent HR/People administrator with some experience of dealing with payroll wanting a broader role.

If you are interested in this post, please download the application pack below which includes the job description and our support staff application form. Please return your completed application form and letter supporting your application by email to [jobs@sussexlearningtrust.co.uk](mailto:jobs@sussexlearningtrust.co.uk) If you have any questions our Chief People Officer, Julie Keylock will be happy to answer them via [hr@sussexlearningtrust.co.uk](mailto:hr@sussexlearningtrust.co.uk).

*Sussex Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Shortlisted candidates will be subject to an online*



*check and the successful candidate will be required to have an Enhanced DBS Check as well as other pre-employment checks.*

**PLEASE NOTE WE DO NOT ACCEPT APPLICATIONS MADE BY CV**

**Closing Date for applications:** 9am Wednesday 10th September 2025

*We reserve the right to close this vacancy early if we receive sufficient applications for the role.*

**Interviews:** It is anticipated that interviews will be held on Tuesday 16th September.

[Application Form](#)

[Safer Recruitment form](#)

[Job Description/Person Specification](#)