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**HR and Payroll Administrator (part-time at 0.5 FTE)**

This role involves providing administrative support to the HR and Payroll Manager and the Senior Leadership Team with regards to staff recruitment and professional development. You will be co-ordinating all recruitment processes from start to finish, providing administration of Continued Professional Development (CPD) activities in addition to supporting the HR and Payroll Manager with payroll administration.

The successful candidate will be highly computer literate with excellent Excel skills and preferably have experience of Pegasus Payroll. In addition the candidate will have excellent organisational skills and the ability to work effectively under pressure.

Berkshire Maestros is the leading provider of music lessons in Berkshire and leads the Berkshire Music Hub. It is a company limited by guarantee and a registered charity and experience in this environment would be useful.

Berkshire Maestros is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to an Enhanced Disclosure and Barring Service (DBS) check.

This role commands a salary in the range of £11,000 (0.5 FTE) per annum in addition to excellent benefits including pensions, employee discounts and hybrid working options.

To apply please download the application form from [www.berkshiremaestros.org.uk/jobs](http://www.berkshiremaestros.org.uk/jobs) and submit your completed application to jobs@berkshiremaestros.org.uk at the earliest convenience and before the deadline of 14th January 2022. Interviews will be scheduled 20th or 21st January 2022.