



HR, Payroll & Operations Coordinator

(Part-Time)

Happycrew Childcare Ltd

-  **Location:** St Albans, Hertfordshire
-  **Hours:** Part-Time 20 Hours
-  **Salary:** £18,400–£20,500 Depending on experience

About Happycrew

Happycrew Childcare Ltd is a growing, values-driven childcare business committed to providing outstanding care and experiences for children and their families.

As our business continues to grow, we're looking for an organised, proactive and trustworthy **HR, Payroll & Operations Coordinator** to become an essential part of our leadership support team. We are looking for someone who would be excited to help move the business forward.

This is a varied role where no two days are the same. You'll work closely with our Directors and Management Team, helping ensure our people, payroll and operational systems run smoothly and efficiently.

If you're looking for a flexible role where your experience is genuinely valued and where you can make a real difference, we'd love to hear from you.

The Role

This position combines **HR, Payroll and Business Administration**, supporting the smooth running of the nursery and ensuring our staff receive excellent support behind the scenes.

We're looking for someone who enjoys taking ownership, loves organisation and takes pride in getting the details right. Someone who can bring new ideas to this department and take ownership of implementing them.

Key Responsibilities

HR & People Administration

- Manage the employee lifecycle including recruitment administration, onboarding, contracts, organising probation reviews and leavers admin.
- Maintain accurate employee records and confidential personnel files.
- Track annual leave, sickness and other absences.
- Support managers with HR administration and documentation.
- Ensure compliance with employment legislation and company policies.

Payroll (Essential)

You will take ownership of our monthly payroll process, working closely with our Directors to ensure payroll is completed accurately and on time.

Responsibilities include:

- Preparing and processing monthly payroll.
- Checking staff hours, overtime and holiday pay.
- Managing payroll records and employee pay information.
- Processing statutory payments including SSP, SMP and other relevant payments.
- Submitting payroll information to HMRC accurately and within deadlines.
- Completing all monthly and annual payroll responsibilities, including Year End payroll procedures.
- Managing pension submissions and payroll-related administration.
- Keeping up to date with payroll legislation and HMRC requirements.
- Liaising with HMRC and pension providers when required.
- Ensuring complete confidentiality of payroll information.

Applicants must have previous payroll experience and be confident managing payroll independently, including monthly processing and completing all HMRC payroll submissions and year-end responsibilities.

Operations & Administration

- Maintain company compliance records and operational documentation.
 - Support Ofsted compliance and record keeping.
 - Coordinate staff training records and renewals.
 - Maintain business systems and administrative processes.
 - Assist with projects and provide administrative support to the Directors and Management Team.
 - Identify opportunities to improve efficiency and streamline processes.
 - Support onboarding new families.
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About You

We're looking for someone who is:

- Exceptionally organised and highly detail-oriented.
- Experienced in payroll administration.
- Knowledgeable in HR administration and employment documentation.
- Confident completing payroll submissions to HMRC.
- Able to manage confidential information with professionalism and discretion.
- Self-motivated and capable of working independently.
- Comfortable prioritising multiple tasks and meeting deadlines.
- Proficient in payroll software.
- A positive team player who enjoys helping others succeed.

Essential Experience

- Previous experience processing payroll.
- Experience completing monthly payroll and year-end payroll duties.
- Knowledge of HMRC payroll requirements and statutory payments.
- Experience in HR administration.
- Excellent administrative and organisational skills.

Experience within the childcare or education sector would be advantageous but is not essential.

Why Join Happycrew?

At Happycrew, we believe in creating a workplace where people genuinely enjoy coming to work.

We offer:

- Flexible part-time hours.
 - The opportunity to become an integral member of a growing business.
 - A supportive and friendly team.
 - A varied role with real responsibility and autonomy.
 - Opportunities to develop and grow alongside the business.
 - A workplace where your ideas and contributions are valued.
 - Part-time, permanent role.
 - Company pension.
 - Paid training and professional development.
 - A supportive, family-friendly culture.
 - 28 days annual leave (pro rata), including bank holidays (or your current entitlement)
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Ready to Join Us?

If you're an experienced HR, Payroll and Administration professional looking for a flexible role where you can truly make an impact, we'd love to hear from you.

Please apply with your CV and a short covering letter telling us why you'd be a great fit for Happycrew Childcare Ltd.

We look forward to meeting you!