



**ST. CATHERINE'S
BRITISH SCHOOL**

Athens, Greece

ST. CATHERINE'S BRITISH SCHOOL

Payroll Officer

Candidate Brief



Welcome from the Headteacher, Jon Perriss

Dear Candidate,

Thank you for taking the time to consider this position. St. Catherine's British School is, by reputation, *the* school in Athens, and indeed, in Greece. We are one of only two HMC schools in Greece and are an executive member of COBIS.

We are a large school with top quality facilities, bright and aspirational students, talented staff, and fantastic parents and alumni. We are also a community that is warm, welcoming and engaging, with our values of Care, Dedication, Curiosity and Integrity embedded throughout. We offer an excellent package to staff, from generous fee remission for staff children, to assistance programmes, private medical insurance and well supported CPD. Greece is also a beautiful and wonderful place to live!

As the Payroll Officer at St. Catherine's British School, you will be responsible for the accurate and timely processing of staff payroll and benefits. With a focus on precision, compliance, and confidentiality, you will manage payroll systems, ensure alignment with tax and employment regulations, maintain up-to-date employee records, and liaise closely with HR and Finance teams to support smooth payroll operations.

I am excited by the opportunity to take St. Catherine's forward, and I would love for you to join me on this journey.

A handwritten signature in cursive script that reads "Jon Perriss".





About St. Catherine's British School

About Us

St. Catherine's British School has approximately 1,400 students aged 3 to 18, situated in Lykovrissi, near the vibrant area of Kifissia and just a short ride from the historic centre of Athens.

The School has a workforce of around 350 Teaching and Support Staff. As one of the few British Schools Overseas (BSO) accredited schools in Greece, we uphold the highest international standards whilst also maintaining our British Heritage.

We are proud to be an IBO World School, teaching the EYFS curriculum, IGCSEs, and the International Baccalaureate (IB) Diploma Programme.

Our Values

Care | Dedication | Integrity | Curiosity

We champion them every day and they are embedded throughout our community.

Our Purpose

Working in partnership with families, we empower young people to understand, care, and create a better future, delivering a high-quality British education that equips students for global success.

The school is an ambitious, high-quality environment, as well as being a warm and inclusive community. Our modern facilities, including an impressive new Upper School campus, offer inspiring spaces that enhance the learning experience.

Our public exam results are outstanding, and we also place great importance on student and staff wellbeing, outdoor experiences (the Duke of Edinburgh International Award), sports, music and the performing arts.

The parents are supportive and engaged and we are fortunate to have an impressive board of governors to support and guide us.





IB & GCSE RESULTS

St Catherine's flourishing IB Diploma programme each year sends **over 90** graduates to many of the world's leading institutions.

In May 2024, **97%** of the cohort passed the Diploma with an **average grade of 36 points**, with 26% of the students securing 40 points or more. They secured places at Cambridge, Oxford, Yale, Columbia, Imperial, King's, UCL, Brown, Edinburgh, Tufts, McGill, Trinity College Dublin and Bocconi universities, amongst others. Half of the graduates will study in the UK, a quarter in North America and the remainder entering institutions across the European Union.

In 2024, the **average GCSE grade was 6.78** (just below and **A** grade in 'old money') with streamlined academic programmes throughout the school supported by innovative technology.





OUTDOOR EDUCATION

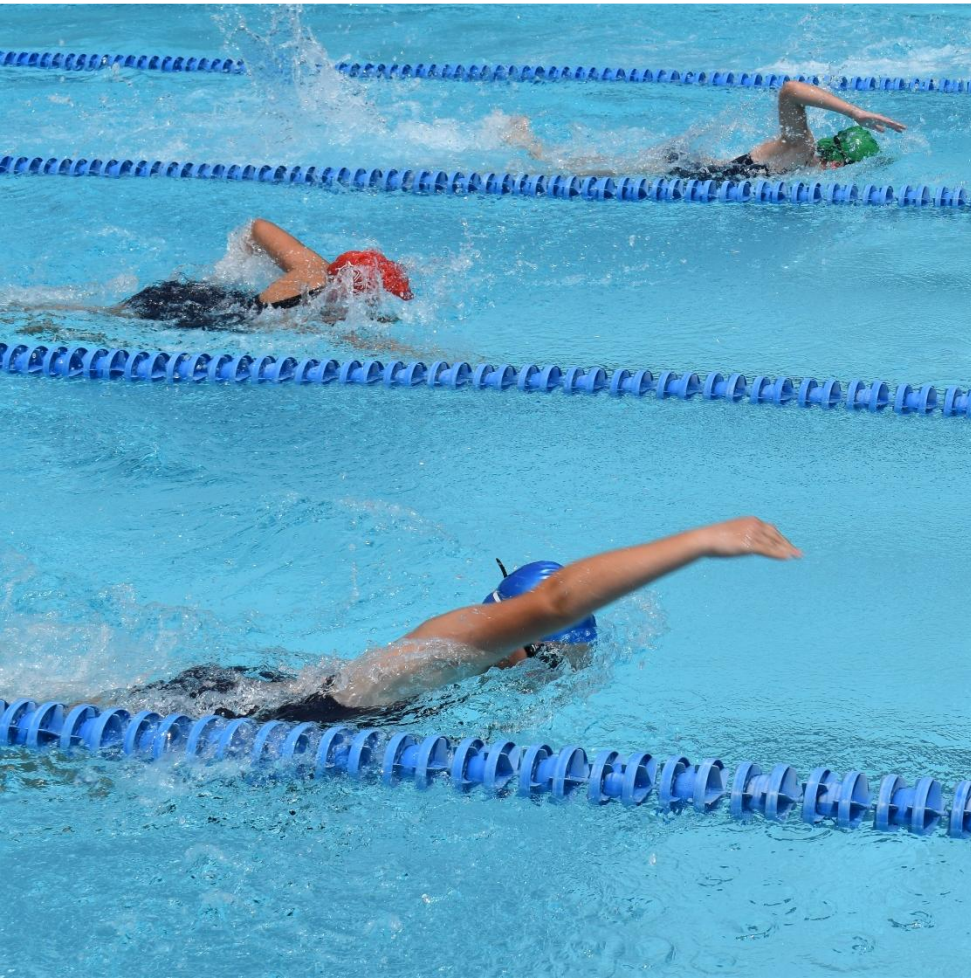
Outdoor education complements traditional academic learning by offering hands-on experiences that make learning more engaging and relevant. It involves activities that help students develop personal and social skills, environmental awareness, and a sense of adventure through outdoor experiences like hiking, camping, and team-building exercises. The goal is to engage students in real-world learning by fostering a connection with nature, enhancing physical activity, and encouraging problem-solving and critical thinking outside the classroom.

The Duke of Edinburgh's International Award

The Duke of Edinburgh's International Award, which has been running worldwide since 1956, is a prestigious and highly-prized, internationally-renowned programme which enables participants' development through a series of self-directed Skill, Physical Recreation and Voluntary Service activities and an overnight expedition.

Participants are required to engage in activities in each of these areas, pushing their limits and broadening their horizons. By completing these challenges, young people not only enhance their personal development but also gain a sense of achievement and self-confidence that lasts a lifetime.

Our students enjoy taking part and it's always exciting to see their personal development as they progress through the Bronze, Silver and Gold levels of the Award.



SPORTS

St. Catherine's British School is well-known for its robust sports program, emphasizing both participation and excellence in various athletic disciplines.

The school participates actively in a wide array of international competitions, including prestigious events like the World School games (held each year in Dubai) and the Council of British International Schools (COBIS) games. The latter tournament gathers students from British schools across the globe, offering them the chance to compete in sports such as athletics, swimming, and football at renowned venues like the Olympic Stadium and Aquatic Centre in Athens. St. Catherine's often sends teams to these games, promoting sportsmanship and teamwork among its students.

The school's sports curriculum also includes regular interschool matches and participation in local Greek competitions. These events cover multiple sports categories such as tennis, basketball, football, and volleyball, giving students numerous opportunities to compete at both junior and senior levels.

With excellent facilities and a commitment to holistic development, St. Catherine's fosters a strong culture of physical education, preparing students not only for local events but also for international sports tournaments.



MUSIC

St Catherine's British School boasts a vibrant and dynamic Music Department that provides students with a wide range of opportunities to develop their musical talents.

The school offers instrumental lessons in nearly any instrument of choice, and students can take part in graded music examinations. There is also the option to take part in speech and drama exams through the London Academy of Music and Dramatic Arts (LAMDA), adding a unique element of performance to their musical education.

Music is integrated into both the curriculum and extracurricular activities, giving students opportunities to perform in ensembles, orchestras, and school productions. Regular concerts, performances, and musical events take place, showcasing the students' talents in front of the school community.

The School emphasizes not only musical excellence but also personal growth through the arts, aligning with the school's broader mission to cultivate well-rounded global citizens. These offerings make St Catherine's a nurturing environment for students to explore and enhance their musical skills while enjoying a holistic educational experience.





DRAMA

St. Catherine's Upper School Theatre Department boasts **2 state-of-the-art Black boxes**, designed with all the necessary Theatrical equipment to be able to run successful weekly KS3 Drama lessons, GCSE Drama classes and IB Theatre as well. With regular use of our **trailblazing school's theatre**, the Theatre Department also caters for the high numbers of students who love performing and working backstage. With **Drama Clubs** running most lunchtimes, we produce **two productions every year**, one KS3 play and one KS4/IB play.

Our plays vary in content and style, our recent productions include Shakespeare's "A Midsummer's Night Dream", "The Addams Family", Priestley's "An Inspector Calls" and many more. Our performances do not stop there, IB and GCSE students also regularly showcase their work in the Black Boxes, which are perfectly suitable for more intimate and modern performances.

St. Catherine's British School in Athens offers students the opportunity to participate in **LAMDA (London Academy of Music and Dramatic Art)** exams, a prestigious qualification in the arts, which enhances their confidence in performance, public speaking, and drama. These exams help develop communication and acting skills in students from a young age, encouraging both creativity and poise.

Throughout the school year, St. Catherine's students take part in numerous performances, including plays, musicals, and recitals, showcasing their talents. These events not only enrich the students' school experience but also allow them to connect with wider audiences, including parents and the local community. By nurturing their dramatic and musical abilities, the school fosters a strong appreciation for the arts, contributing to the students' holistic development.





Working at St. Catherines

“Over the past decade working at St. Catherine's, I've had the privilege to witness and contribute to the growth and development of countless students. This journey has been both rewarding and challenging, pushing me to constantly evolve as an educator. The supportive environment and collaborative spirit among colleagues have made it a truly fulfilling experience, and I'm proud to be part of a community that values integrity, critical thinking, and student success.”

**Stefanos, Computer Science/Technology
Teacher, Upper School**

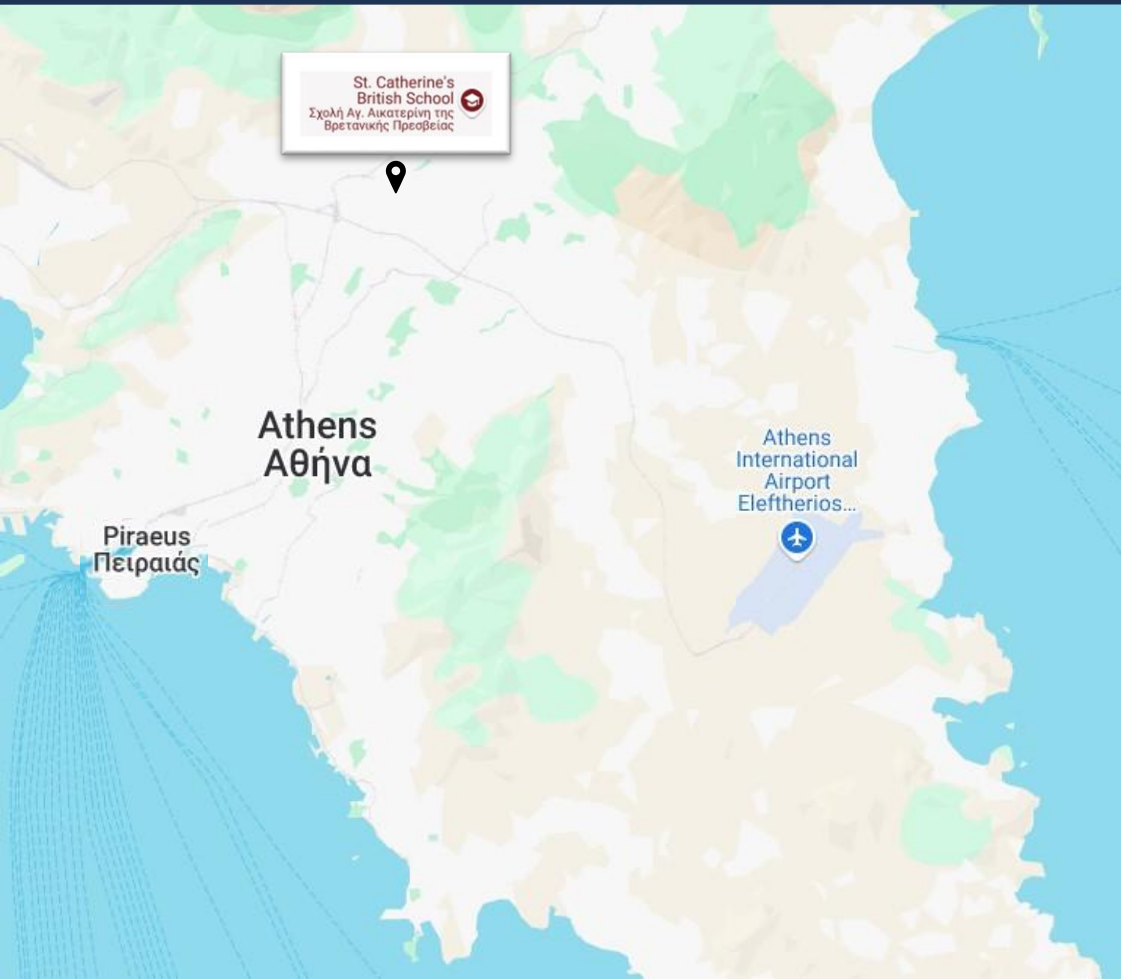




Athens, Greece

Living in Greece offers a unique blend of stunning landscapes, rich history, and a Mediterranean lifestyle. Athens is a city where ancient ruins meet modern cafés, providing a dynamic and culturally rich environment. Enjoy sun-filled days, beautiful islands a short ferry ride away, and the famous Greek hospitality. The cost of living is affordable, and the quality of life is high, making Greece an ideal place to live, explore, and experience a true work-life balance.





Getting to St. Catherine's British School

- **By car** – the school offers free parking
 - a) 35mins from the Airport
 - b) 40mins from the Centre of Athens (Acropolis)
 - c) 40mins from Piraeus
- **By train** – walking distance from Kifissia and Marousi stations
 - a) 60mins from the Airport
 - b) 55mins from Centre of Athens (Acropolis)
 - c) 55mins from Piraeus

St. Catherine's British School places us at the heart of a quiet residential area, while still being close to the bustling centre of Kifissia. There are a lot of green spaces around, shopping centres and food markets.

The centre of Athens is just a quick ride away, either by car or train. Public transport is very widely used, with a small monthly fee.



Job overview

St. Catherine's is seeking a highly organised and detail-oriented Payroll Officer to manage the administration and processing of the school's payroll operations. The ideal candidate will ensure the accurate and timely payment of salaries and benefits, in line with legal and regulatory requirements as well as school policies. This role plays a vital part in supporting staff wellbeing and operational efficiency, ensuring that all aspects of the payroll process, from data entry to reporting, are handled with precision and transparency.

We are looking for a dedicated professional with a strong commitment to accuracy, compliance, and confidentiality. The Payroll Officer will work closely with the HR and Finance teams, as well as teaching and support staff, to deliver a seamless and professional payroll experience. This position offers the opportunity to contribute meaningfully to the school's internal operations while upholding the highest standards of integrity and service.





Headteacher

COO

Head of Human
Resources

Payroll Officer



Job Description

Payroll Processing and Compliance

- Process monthly payroll entries, including timesheets, allowances, bonuses, and statutory leaves.
- Prepare payroll reconciliations.
- Prepare payroll bank payments. Liaise with relevant banks
- Prepare and upload all relevant payroll documentation to ERGANI.
- Record payroll entries in the general ledger and perform monthly reconciliations.
- Generate monthly payroll reports and ad hoc reports for internal stakeholders and auditors.
- Manage payroll entries for new hires, departures, resignations, dismissals, and contract amendments.
- Prepare and review contracts reflecting salary increases or changes in employment terms

Staff Support and Communication

- Respond to payroll-related queries from staff members.
- Guide employees on maternity/paternity processes, pregnancy benefits, and Greek Authority proceedings.
- Explain pension and severance rights and procedures under Greek law.
- Support staff with online EFKA sick leave reimbursement and other related queries.



Job Description (con'd.)

Greek Labour Law and Tax Compliance

- Ensure compliance with all applicable Greek labour, tax, and social security laws (EFKA, IKA, ERGANI, MyAADE, Sepenet).
- Submit monthly EFKA and tax reconciliation reports. (ΦΜΥ, ΑΠΔ)
- Prepare severance and retirement payment calculations; liaise with EFKA and staff pension consultants.
- Keep up to date with legislative changes and labour regulations and advise HR accordingly.
- Maintain records for maternity/paternity leave, unpaid leave, sabbaticals, and ensure statutory entitlements are accurately applied.
- Prepare monthly absences reports for submission to ERGANI.
- Liaise with the Head of Risk & Compliance regarding Workplace Doctor and Security Technician for relevant updates to E4.

Liaison with Ministries and Authorities

- In collaboration with the HR department, manage correspondence with the Ministry of Education, including registration and updates for locally hired staff.
- Submit work schedules for supply and invigilator staff to ERGANI.
- Contact public offices as required for labour or tax matters.
- Attend public offices to submit unpaid leaves.



Job Description (con'd.)

Pension and Benefit Schemes

- Administer Allianz savings and pension schemes, including contribution changes and reconciliations.
- Provide staff with clear guidance on the drop-in/out process and monthly contribution reviews.

Other Responsibilities

- Support re-hiring processes for coaches and invigilators at key times during the academic year.
- Monitor staff tuition fee deductions and coordinate with Finance.
- Prepare annual payroll and headcount reports (e.g. SLI).
- Prepare and distribute vouchers (e.g., Sklavenitis) where applicable.

While the above includes a description of the essential functions of the position, other duties may be assigned by the Head of Human Resources as appropriate.



Person Specification

Qualifications & Training

- Bachelor's degree in Accounting, Finance, Economics, or a related field.
- Minimum of 5 years of proven experience in Greek payroll administration.
- In-depth knowledge of Greek payroll legislation, taxation, and social insurance (including EFKA, IKA, MyAADE, ERGANI).
- Proficient in payroll software and MS Office.
- Excellent communication skills in both Greek and English.
- Strong attention to detail, analytical thinking, and discretion.
- Ability to work collaboratively across departments, particularly with HR and Finance.
- Essential: Experience working with payroll management systems in Greece.
- Previous experience in an international school or bilingual environment.
- Familiarity with Allianz pension plans or similar private pension schemes.
- Experience preparing reports for internal or external audits.
- Desirable: Experience using EPSILON payroll management systems.



Person Specification (con'd.)

Personal Qualities:

- Commitment to upholding and promoting the ethos and values of the school
- Ability to work under pressure and meet strict deadlines
- Reliability, integrity and discretion
- Integrity, discretion, and confidentiality.
- Organisational skills and a proactive mindset.
- Flexibility to manage changing compliance and reporting environments.
- Commitment to equality, diversity and inclusion
- Willingness to undertake training and professional development as required



St. Cat's Life & Benefits



Fee Remission
(for two children)



Discounted Lunches



Employee Assistance Programme (EAP)



Free Parking



Private Healthcare for your family



Private Pension



Professional Development



Relocation Support
(if applicable)



Sports Facilities



Prepaid Card for Groceries



Visa Support
(if applicable)



Work-Life Balance



© Whole staff photo Sept 2024



Application

Candidates will be invited to attend a formal interview and have a tour of the school. We reserve the right to call the candidates before the submission deadline. We therefore actively encourage early applications.

Closing date

Midday

19th September 2025

Application Form

[Click here to download the application form](#)

St. Catherine's British School is committed to the welfare and safeguarding of children. The successful applicant will be required to apply for an International Child Protection Certificate if they are a non-local hire. Local hires are required to complete a Greek criminal record check.