



HAMPTON SCHOOL

HR AND RECRUITMENT ADMINISTRATOR (TERM TIME PLUS 3 WEEKS)

Job Description

Job Title : HR and Recruitment Administrator
Reporting Line : HR Manager; Bursar
Location : Hampton School Bursary

The closing date for applications is Monday 19 June 2017 at 9.00am.

Role Summary

A highly organised and efficient HR and Recruitment Administrator is required to support the Hampton School Trust HR Office which provides HR and recruitment services to Hampton School and Hampton Pre-Prep and Prep School. This is a term time only appointment plus three weeks during the school holidays.

Job Description

The successful applicant will be responsible for the following duties:

- To work closely with the HR Manager and HR Administration Assistant to provide coherent and consistent whole-School HR support across the Hampton School Trust including Hampton School and Hampton Pre-Prep and Prep School
- To assist in the co-ordination and administration of the recruitment of teaching and support staff (drafting job descriptions, placing adverts, co-ordinating shortlisting and interview arrangements and dealing with enquiries in line with Safer Recruitment guidelines). Administration of the school recruitment webpage.
- To provide high level administrative support at the direction of the HR Manager
- To assist the HR Manager and Bursar with maintenance of the School's Single Central Register, if required
- To assist with the preparation, updating, distribution and storage of relevant computerised and paper-based records, reports and information
- Regular maintenance and systematic organisation of office filing systems, retaining documents, correspondence and other records in line with Data Protection Policy
- Co-ordinate and administer vetting checks in line with Safer recruitment guidelines including references, Barred List Checks, Prohibition checks, medicals, etc for all School staff, contractors and host family members as required
- To administer electronic DBS checks for all new and current staff, contractors and host family members as required
- To update and maintain standard letters and information forms
- To support the staff induction process

- To maintain all relevant paper and electronic HR records (Safeguarding training, professional development, absence, and relevant management information systems).
- To assist in the administration of the Hampton School Trust Professional Development Review procedure as directed by the HR Manager
- To arrange and attend disciplinary, capability and/or grievance meetings as a note-taker.
- Liaison with the School Senior Management Team as required
- To provide administrative support to the Bursary as required
- Liaison with the School's solicitor(s) as directed

Other

- To act as Fire Marshal and First Aider as required. Training will be provided.
- Any other reasonable tasks required by the Headmaster and/or Bursar in association with the above role.
- The successful candidate may have an interest in membership of the Chartered Institute of Personnel and Development.

Please note that there may be some changes and additions to the above, which will be discussed before implementation and changes may occur as the post develops. This document is designed to provide applicants with a "flavour" of the position and responsibilities

Training

- Where necessary, to undergo on the job training under the general direction of your line Manager and/or Bursar to increase competence, proficiency and safety awareness.
- To attend training outside the school where appropriate to increase competence, proficiency and safety awareness.

Person Specification

The successful candidate will be able to demonstrate the following skills, experience and qualifications:

- Experience of working in a busy office environment is essential; previous experience of working in a HR office, school or other regulated environment would be advantageous
- Outstanding administrative and organisational skills with a high degree of attention to detail
- Excellent written and spoken communication skills including excellent good telephone manner
- Excellent ICT skills are essential (including the ability to use a range of relevant software packages such as Word, Excel, Power Point and Outlook, knowledge of the SIMS data base would also be an advantage)
- Knowledge of Safer Recruitment and Ofsted/ISI compliance is desirable
- Experience of working to deadlines and delivering results
- Energy, commitment and enthusiasm directed towards the smooth running of the School HR Office
- Exceptional interpersonal skills, customer focus, a willingness to go the extra mile and a 'can do' approach.
- Good team player, capable of working positively under pressure with a flexible outlook that supports the rest of the team.
- Professional appearance and friendly/approachable and polite demeanour
- The ability to identify and complete work independently and to be flexible and adaptable in order to meet ever-changing needs and priorities

- A willingness to assist and deal confidently with internal and external HR and recruitment enquiries

Equal Opportunities

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Safeguarding Designated Persons or to the Headmaster.

If any special requirements are needed to attend an interview please inform the School.

HAMPTON SCHOOL - SALARY AND OTHER BENEFITS

1. Salary

The salary will be based on the Hampton School Scale for Support Staff. The salary for this position will be between £24,068 and £26,462 per annum (pro-rata), negotiable and commensurate on skills and experience. The Governors review salary Scales each year to ensure they remain competitive. Salaries are paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments.

2. Hours and Holidays

The salary is a full time appointment of 35 hours per week. The working hours for the post are:

Monday to Friday - 8.45am to 4.45pm

The Post holder will be required to work on Inset Days and the annual School Open Day. The additional 3 weeks holiday work will be required as follows: one week during the Easter School holidays, one week at the end of the Summer term and the week prior to the start of each academic year i.e. the last week of the Summer holidays annually.

Statutory holiday entitlement is 28 days inclusive of Bank Holidays for full time employees.

3. Probation

The appointment is subject to the satisfactory completion of a twelve-month probationary period, after which it will be confirmed or extended for a further period not exceeding six months.

4. Notice

The minimum period to terminate employment is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year or more	2 months

Without prejudice to the Employer's right to summarily dismiss for gross misconduct, the minimum period of notice to which you are entitled is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year or more	2 months
Eight years but less than twelve years	One week for each year of continuous employment
Twelve years or more	Twelve weeks

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

The School reserves the right to offer the post at any stage in the appointment process.

Non-contractual Benefits to staff

- **Pension**
You will be auto-enrolled into the relevant School pension scheme. The School offers the Teachers' Pension Scheme for teaching staff and a money purchase scheme with the Pensions Trust for support staff. Further details are available from the Bursary.
- **Death-in-Service Benefit**
In addition to any Pension Scheme benefits, the School currently has a policy which pays two years' salary in the event of the death of a member of staff to nominated dependant(s). Age restrictions apply to this policy.
- **Health Care**
The Governors currently provide Health Care for all members of staff earning above an annual threshold only if they join at the start of their employment. Further details may be obtained from the Bursar. Age restrictions apply to the Healthcare policy. The school also offer a Medicash policy to all staff.
- **School Fee Reduction**
Child(ren) of teaching staff at Hampton School or Hampton Pre-Prep and Prep School may upon passing the entrance assessments be eligible at the discretion of the Governors for a reduction on the basic tuition fees. Currently, the School also has an agreement with The Lady Eleanor Holles School for Girls for a reduction in tuition fees. The continuance of School fee reduction provision is at the Governors' discretion.
- **Cycle to Work Scheme**
The School allows staff with an employment contract for 12 months or more to purchase a cycle though the 'cycle to work' scheme to ride to work. Further details are available from the Bursar.
- **Childcare Vouchers**
The School allows staff access to a childcare voucher system by means of a salary sacrifice scheme. Further details are available from the Bursar.
- **Eye Tests**
In September each year members of staff receive a voucher for a free eye test at nominated opticians.

- **Personal Accident Insurance**
Members of staff are covered for permanent disability resulting from an accident, whether at School or elsewhere.
- **Drinks and Snacks**
Members of staff are provided, at no cost, with tea/coffee and light snacks during the day.
- **Lunch**
Lunch is provided to members of staff at no cost.
- **Sports Travel to School on Saturdays**
Staff running teams can claim expenses for travel to and from School for Sports matches.
- **Use of Private Vehicle**
Subject to a journey being approved by the Facilities Manager, Deputy Bursar, Bursar or The Headmaster, members of staff can use their private vehicle for School journeys during working hours. The insurance will be under the School insurance and staff can claim for the mileage.
- **Blood Pressure**
The School Nurse can check your blood pressure. S/he is not able to give staff medical advice and staff must rely on their own medical advisor.
- **Counselling**
One of the School Counsellors may be able to see staff on a limited basis. If prolonged counselling support is required a charge may be made.
- **Sports Therapy**
The School has a member of staff specialising in Sports Therapy who may be able to assist with Sports injuries on a limited basis. If prolonged therapy is required a charge may be made.
- **Multi-Gym**
The School multi-gym is available for use by staff. Induction is required and conditions apply. The school accepts no liability for use by staff.
- **Sporting Facilities**
Limited use by staff of the facilities is available. Use needs to be agreed in advance with the Bursar or Deputy Bursar who will consult the relevant games/PE staff. Use for events such as parties is available but will be treated as a formal letting.
- **Parking**
Currently staff parking on site is permitted. All those who wish to park must obtain a permit from the Front Office.

The above non-contractual benefits are currently available to members of staff. They are at the discretion of the Governors, who reserve the right to withdraw them without notice.

Further details of the School are available on the website.



HAMPTON SCHOOL

(HMC 1270 boys 11-18, 380 in Sixth Form)

HR AND RECRUITMENT ADMINISTRATOR

(Term time only plus 3 weeks)

A highly organised, efficient and customer focussed HR and Recruitment Administrator is required to support the Hampton School Trust HR Office. The successful candidate will demonstrate excellent interpersonal, communication and administrative skills. This is a term time only appointment plus three weeks during school holidays.

The hours will be 8.45am - 4.45pm. The Salary will be between £24,068 and £26,462 per annum (pro-rata), negotiable and commensurate on skills and experience.

The closing date for applications is Monday 19 June 2017 at 9am.

Further details and an application form may be obtained from the Hampton School website www.hamptonschool.org.uk. Application forms to be emailed to recruitment@hamptonschool.org.uk.

Hampton School Trust is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to child protection screening appropriate to the post, including checks with past employers and an enhanced disclosure through the DBS. Hampton School Trust is an equal opportunities employer. Registered Charity No 1120005. Company No