



HUMAN RESOURCES ADMINISTRATOR / ADVISOR

FULL TIME

We are seeking a highly organised, efficient and customer focussed HR Administrator/Advisor to join our friendly, professional and busy HR team based at Hampton School.

The successful candidate will be an excellent team player with strong IT, administration and organisational skills and will be confident communicating via email, telephone and face-to-face. Meticulous attention to detail, discretion, resilience and a friendly, customer-focussed approach is important for success in the role. You will also enjoy working in a fast-paced environment with varied responsibilities and be comfortable working to deadlines. The role would be suitable for candidates with office admin/PA experience or a HR professional.

The role has a strong focus on recruitment administration including advert and candidate management, interview arrangements and onboarding procedures alongside safeguarding, employee relations, compliance and general HR administration including absence and performance management, training and staff records.

Hampton is one of the country's foremost independent schools and is rated 'exceptional' by the Independent Schools Inspectorate (ISI) for pupils' achievements and learning. Inspectors also praised the School for fostering a culture *"in which the individual matters and everyone's contribution is valued."* Equality, diversity and inclusion are fundamental to our ethos and the School has a thriving partnerships programme.

The role is office-based and core office hours are 8.45am to 4.45pm, Monday to Friday. The salary will be based on the Hampton School Scale for Support Staff and the salary will be no less than £30,500 per annum (negotiable and commensurate on the successful candidate's skills and experience). In addition there are attractive benefits such as including pension, private healthcare, cycle to work scheme, free on-site lunch during working hours and sports & fitness facilities.

CLOSING DATE: 9am Wednesday 25 May 2022

Further details about the post and an application form are available on the School website's vacancies page www.hamptonschool.org.uk/contact/jobsvacancies/ Application forms to be sent to recruitment@hamptonschool.org.uk. The School reserves the right to commence or complete the interview process at any time prior to the closing date.

Hampton School 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. 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. Hampton School is an Equal Opportunities Employer. Hampton School is a Registered Charity No 1120005. Company No 06264434.