



APPOINTMENT OF

HUMAN RESOURCES ADMINISTRATOR / ADVISOR

FULL TIME



HAMPTON SCHOOL

Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for over 460 years.

We are a lively, friendly and caring School community, in which innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it. Hamptonians are expected to aspire to personal best while supporting those around them with kindness and respect.

The School's examination results and university entrance record consistently rank among the best achieved anywhere. Nearly all Hampton leavers go on to undergraduate courses at Russell Group or equivalent universities. Between 20 and 30 Hamptonians are offered places at Oxford and Cambridge annually and 43 young men among the Class of 2020 have moved on to global top-10 universities; an increasing number go on to study at US Ivy League universities, often on academic and/or sporting scholarships. Our alumni network is extremely strong and former pupils remain very interested in their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between Hampton staff and their pupils.

Situated on a green field site in a leafy suburb of South West London, we are fortunate to have over 27 acres of playing fields within our spacious grounds and a generous investment programme ensures that pupils and staff benefit from first-class facilities across all areas of School life. These include a state-of-the-art 3G sports ground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Music, Science, Technology, IT and Languages and our recently opened Sixth Form Study and Careers Centre. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our renowned Boat Club.

Visitors from the Independent Schools Inspectorate (ISI) concluded in March 2016 that Hampton's academic and all-round excellence merited the rarely awarded ISI assessment of pupils' achievements and learning being 'Exceptional'. The inspection team's findings in all other areas were similarly pleasing and the highest possible judgements were achieved across the board. A further Regulatory Compliance Inspection (RCI) in 2019 reported the School to be fully compliant. A copy of the full ISI reports can be found on the School website.



HUMAN RESOURCES ADMINISTRATOR / ADVISOR

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 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).

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. CIPD or equivalent qualifications are desirable but not essential.

The HR office currently consists of the Head of HR, HR Manager and two HR Administrators providing HR advice and support to just over 470 employees at both Hampton School and Hampton Pre-Prep and Prep School.

The role is based at Hampton School and core office hours are 8.45am to 4.45pm, however you should be able to demonstrate a high level of flexibility, commitment and dedication.

Closing date for applications:

9am on 25 May 2022

For an informal discussion about the role and requirements, please contact Mrs Lisa Craddock, Head of HR
L.Craddock@hamptonschool.org.uk or call **020 8979 5526**.

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.



KEY RESPONSIBILITIES

The post holder would be responsible for:

- To provide a high-quality whole-School HR administrative support across the Hampton School Trust including Hampton School and Hampton Pre-Prep and Prep School
- To deal with HR queries from across the Trust in a professional, warm and friendly manner and with confidentiality and discretion
- To assist in the co-ordination and administration of the recruitment of teaching and support staff (liaising with Management and/or Heads of Department in relation to vacancies, drafting job descriptions and adverts, advert management on relevant job boards, acknowledging candidate applications, co-ordinating shortlisting and interview arrangements and dealing with enquiries in line with Safer Recruitment guidelines). To also assist in interviewing candidates as required
- To draft letters of appointments and contracts with meticulous attention to detail and prepare pre-employment packs for new colleagues
- Daily management of HR tasks and staff records on the School's HR system (Cezanne) across recruitment, onboarding, absence, annual leave performance management and training
- To draft and update HR letters and accurate data entry of employee records on the School's HR system
- Administer vetting checks in line with Safer recruitment guidelines including references, Barred List Checks, Prohibition checks, medicals, social media checks, overseas checks, etc for all School staff, contractors and volunteers, as required
- To administer electronic DBS checks for all new and current staff, contractors and volunteers, as required
- Regular liaison with The Headmaster's PA (at Hampton School and Hampton Pre-Prep and Prep School), Bursar's PA, the Payroll Officer, Bursary, IT department, SIMS department and Common Room Secretaries
- To take formal HR meeting minutes i.e. investigations and disciplinary meetings, etc
- To assist with accurate data entry and management of the School's Single Central Register, as required
- To ensure that relevant HR records and reports are regularly managed and updated, as required (i.e. via the HR system or Excel)
- Be responsible for confidential office filing, document retention, correspondence and other records in line with Data Protection Policy
- To proof-read School Policy documents, as required
- To support the staff induction process across the Hampton School Trust
- Assist with the administration of the School recruitment webpage
- To assist in the administration of the Hampton School Trust Professional Development Review procedure as directed by the Head of HR
- Liaison with the School's solicitor(s) as required
- Aptitude and willingness to take on additional responsibilities as the role develops
- To undertake any other duties and responsibilities as required by the Head of HR and/or HR Manager



PERSON SPECIFICATION

The successful candidate will have the following experience, skills and personal attributes:

- A commitment to promoting the safeguarding and wellbeing of children
- Experience of working in a professional office environment is essential and previous experience of working in a HR office, school or other regulated environment would be advantageous but not essential (previous PA/EA experience or HR Administrator/HR Advisor or HR Business Partner experience would be suitable)
- Outstanding administrative and organisational skills with a high degree of attention to detail
- Excellent written and spoken communication skills and confidence in communicating via email, telephone and face-to-face
- 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 other database systems such as Cezanne or SIMS would also be an advantage)
- Degree qualification is desirable (but not essential) - ideally in HR & Employment Law and/or CIPD qualified or working towards achieving this qualification
- An understanding and focus on compliance in line with the ISI Regulatory Inspection Framework (training will be provided)
- Awareness of the importance of data security and confidentiality, treating all information received in post in an appropriate manner and at all times demonstrating discretion and complying with the provisions of data protection law and the School's own privacy policies
- Knowledge of Safer Recruitment and Ofsted/ISI compliance is desirable
- Experience of working to deadlines and delivering results
- A professional, collaborative approach that inspires confidence in dealings with colleagues and candidates
- Calmness and efficiency, with the ability to work under pressure when required to do so
- 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 with a flexible outlook that supports the rest of the team
- The ability to identify and complete work independently and to be 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
- Professional, friendly/approachable and polite demeanour
- Commitment to the all-round ethos of the School.



OTHER

- To act as Fire Marshal and First Aider as required. Training will be provided.

Please note that there may be some changes and additions to the above. This document is designed to provide applicants with a “flavour” of the position and responsibilities and is not necessarily comprehensive, however, the employee may be called on to perform other tasks as directed by the Head of Admissions & Marketing, Bursar, Headmaster or anyone acting on their behalf

TRAINING

- Where necessary, to undergo on the job training under the general direction of the Head of Department to increase competence, proficiency and safety awareness.
- To attend INSET training outside the school where appropriate to increase competence, proficiency and safety awareness.

SALARY & BENEFITS

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).

The role is office-based at Hampton School.

This is a permanent full-time position and normal office hours are 8.45am to 4.45pm, however, a high level of flexibility, commitment and dedication is required.

The annual leave entitlement is 26 working days per academic year.

The Hampton School Trust Governors currently offer the following non-contractual benefits to staff, subject to any terms and conditions and the School's eligibility requirements: private medical insurance (PHC); death-in-service benefit insurance policy; a Medicash healthcare cash plan; Pension Scheme, personal accident insurance, School fee remission, cycle to work scheme, lunch, sports facilities and counselling.

Please note that the above list is not exhaustive and non-contractual benefits are provided at the discretion of the Governors.



EQUAL OPPORTUNITIES

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals and 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.

If any special requirements or access arrangements are required to attend an interview, please inform the School.

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

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.

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

Further details of the School are available on the website.

This post involves working with children, it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.



Closing date for applications:
9am Wednesday 25 May 2022

For an informal discussion about the role and requirements, please contact
Human Resources via [**recruitment@hamptonschool.org.uk**](mailto:recruitment@hamptonschool.org.uk) or
call **020 8979 5526**.

Further details about the post and an application form are
available on the School website's vacancies page.

Hampton School, Hanworth Road, Hampton, Middlesex, TW12 3HD

www.hamptonschool.org.uk