



APPOINTMENT OF A

# HR ADMINISTRATOR

(SYSTEMS AND  
OPERATIONS)

FULL TIME – TO START AS SOON AS POSSIBLE



# 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. Around 20 Hamptonians are offered places at Oxford and Cambridge annually and a significant number move on to global top-10 universities; we also support pupils who wish to study at universities in North America, some of whom secure academic and/or sporting scholarships.

Our alumni network is extremely strong and former pupils remain very committed indeed to their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between Hampton staff and 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 sportsground, 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 a superb 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.

The School was judged to be excellent (the highest possible recognition) across all categories by the Independent Schools Inspectorate (ISI) in May 2023. Inspectors found that Hamptonians' achievements are exceptional across academic and co-curricular areas of School life and concluded that 'outstanding analytical and thinking skills' lead to academic achievements 'far and above national and worldwide averages'. The ISI team also highlighted Hamptonians' excellent personal development and concluded that 'Pupils are open-minded and tolerant and have a clear sense of justice, successfully fulfilling the school's aims for them to make sense of the world, to want to make a difference for good, and to aspire to personal best while supporting those around them with kindness and respect'. A copy of the full ISI report can be found on the School website and a summary booklet of the inspection team's key findings is linked [here](#).



# HR ADMINISTRATOR

## SYSTEMS AND OPERATIONS

**This is an exciting opportunity to join a professional HR team delivering high quality support across Hampton School Trust, including Hampton School and Hampton Pre-Prep and Prep School.**

The HR Administrator will play a key role in delivering high-quality administration support to ensure professional delivery of HR Service to Hampton School. This is a critical role with a focus on HR systems, HR operations and safer recruitment ideally suited to a strong team player with excellent IT, administration and organisational skills, and the ability to work flexibly, proactively, and with a positive approach.

The HR administrator will have a good understanding HR and UK employment law, preferably gained within the education sector. The ideal candidate will hold CIPD or equivalent qualification, possess excellent interpersonal, communication and administration skills and an understanding of ISI regulations. Knowledge of HR systems (Cezanne or similar platform) will be highly desirable but not essential. Meticulous attention to detail, resilience, discretion and the ability to build positive relationships with people at all levels is essential for the success in this role.

The HR office currently consists of the Head of HR, HR Manager (Recruitment and Staff), HR Manager (Compliance and Operations) and two HR & Recruitment Administrators providing HR support to just over 450 employees at both Hampton School and Hampton Pre-Prep and Prep School.

Hampton is one of the country's foremost independent schools and equity, diversity and inclusion are fundamental to our ethos, and the School has a thriving partnerships programme.

This is a permanent, full-time position based on site at Hampton School. Normal working hours are 8.45am – 4.45pm Monday to Friday but a high level of flexibility, commitment and dedication is required to properly fulfil the responsibilities of the role. The salary will be competitive and commensurate on the successful candidate's skills and experience. Hampton School also offer an attractive benefits package including pension, private healthcare, cycle to work scheme, free on-site lunch during working hours and sports & fitness facilities.

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

The School reserves the right to commence or complete the interview process at any time prior to the closing date, so we encourage applications as soon as possible.



# KEY RESPONSIBILITIES

- Processing employee lifecycle changes on our HR Information System (Cezanne), ensuring personnel data is accurate and acting as a primary point of expertise for the HR system functionality and configuration
- Completing onboarding administration within our HR Information System, and liaising with other internal stakeholders to ensure everything is set up in time for the new joiner's arrival
- Accurate compilation and updating of staff personnel files, ensuring compliance with safer recruitment procedures
- Track staff completion of compliance documentation, safeguarding and statutory training, producing regular reports and updates, and identifying any outstanding training to ensure training is not out of date
- Track completion of new starter documentation, declarations and policies; and setting up and tracking new starter training to ensure it is completed within the required deadlines
- Timely administration and completion of Support staff Appraisals and Teaching staff Performance Development Reviews (PDR's)
- Assist in the administration of compliance records for external clubs, contractors, volunteers and third parties, carrying out necessary compliance checks and liaising with their administrators or providers to ensure these are in place before they commence work
- Assist in the maintenance of the Single Central Record (SCR) for staff, governors, volunteers, agency staff, contractors and external coaches, ensuring it is kept accurate, up to date and fully compliant with inspection requirements
- Maintain up-to-date knowledge of relevant statutory compliance requirements (e.g. ISI, KCSIE, GDPR)
- Providing administrative support for formal HR processes and acting as a note-taker in investigations, absence, disciplinary, grievance, and other employee relations meetings
- Maintaining the highest standards of professionalism and confidentiality when handling sensitive employee matters
- Responding to routine face to face, telephone and email HR queries from staff, and escalating complex issues where appropriate
- Generate reports from HR systems as needed including monitoring absences on HRIS
- Assist in the full lifecycle of employee and contractor recruitment and onboarding including preparing job descriptions, upload vacancies, requesting references and interview co-ordination ensuring compliance with safer recruitment guidelines
- Any other appropriate tasks to ensure the smooth running of the HR office
- The responsibilities linked to this position are wide ranging and are subject to change depending on the requirements of the School. The list above is by no means exhaustive and it will be necessary to perform other such duties as reasonably required



## PERSON SPECIFICATION

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

- A commitment to promoting the safeguarding and wellbeing of children
- Proven experience of working in a HR administrative role, ideally in a school environment
- Educated to A-level/degree standard or above
- CIPD or equivalent qualification (desirable)
- Knowledge of UK employment law and safeguarding regulations is desirable
- Excellent IT skills and knowledge including Microsoft Office applications and experience working with HR software (Cezanne) and SIMS, with the ability to learn new systems quickly
- A focus on compliance in line with the ISI Regulatory Inspection Framework (desirable)
- Excellent IT skills and knowledge including Microsoft Office applications and experience working with HR software and SIMS
- 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
- Outstanding organisational skills and high professional standards are essential, particularly with regard to proof-reading, accuracy and presentation
- Excellent organisation and time management skills with the ability to prioritise, remain calm, work under pressure and adapt to changing and competing demands
- Proactive, resourceful, and versatile with the ability to take ownership of tasks and see them finished on time and to a high standard with minimal guidance and supervision
- A high level of personal integrity, with a proven understanding of handling sensitive situations with diplomacy and tact
- Strong analytical ability and problem-solving skills
- A collaborative approach, effectively working with others to achieve team success
- Excellent attention to detail – able to proof-read and spot check data and anomalies
- Adopting high standards of ethical conduct at all times
- Good team player, capable of working positively under pressure with a flexible outlook that supports the rest of the team
- The ability to identify and complete work independently, to demonstrate resilience and the flexibility to adapt to ever-changing needs and priorities
- A willingness to assist and deal confidently with internal and external HR queries.
- Committed to exceptional customer experience with clear, confident, and effective communication.



## OTHER

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- To act as Fire Marshal and First Aider as required. Training will be provided
- Any other reasonable tasks required by the Bursar and/or The Headmaster in association with the above role
- You may be required to work outside of contractual hours to fulfil the responsibilities of the role and/or in emergency.

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

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- Where necessary, to undergo on the job training under the general direction of The Headmaster and/or the Bursar to increase competence, proficiency and safety awareness
- To attend INSET training outside the school, as required.

## SALARY & BENEFITS

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The salary will be based on the Hampton School Scale for Support Staff. The salary will be commensurate with the successful candidates' skills and experience. The Governors review salary Scales each year to ensure they remain competitive; it is paid by bank transfer on the 25<sup>th</sup> of the month, or the working day previous should the 25<sup>th</sup> fall on a weekend or Bank holiday, by credit transfer into a bank, building society or other account of your choice.

The Hampton School Trust Governors also currently offer the following non-contractual benefits to staff, subject to any terms and conditions and the School's eligibility requirements: private medical insurance; 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 that non-contractual benefits are provided at the discretion of the Governors.

## HOURS & HOLIDAY

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This is a permanent, full-time position and a high level of flexibility, commitment and dedication is required to properly fulfil the responsibilities of the role. The position is full-time (52 week contract) and annual leave entitlement for full time employees is 26 working days per academic year. In addition, you will also be entitled to the following periods as holiday: Christmas School Holiday as notified (includes Christmas Day, Boxing Day and New Year's Day) All bank holidays plus an additional day in May.



## EQUAL OPPORTUNITIES

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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.

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.

## SAFEGUARDING

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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

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.**



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**.

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

**[www.hamptonschool.org.uk](http://www.hamptonschool.org.uk)**