WINCHESTER
COLLEGE



HR ADMINISTRATOR

CANDIDATE INFORMATION PACK



CLOSING DATE FOR APPLICATIONS 15th November

Early applications are encouraged, and the school reserves the right to close the application process early should a suitable candidate be found.

PART ONE

ABOUT THE ROLE

The HR Administrator is a key role within the College's HR function, providing professional, efficient and responsive administrative support across a broad range of HR activities. The successful applicant will support the delivery of day-to-day HR administration across all areas of the HR function, including contractual changes, employee relations support, absence administration, reporting, compliance and general HR administration.

This role is intended to provide flexible administrative support, helping to ensure that routine and time-sensitive tasks, as well as day-to-day HR queries and requests, are handled efficiently, accurately and promptly. The postholder will have the opportunity to develop skills across a broad range of HR activity, with scope for training and longer-term progression as the role develops.



PART TWO

RESPONSIBILITIES OF

Key Responsibilities

HR Administration

- To provide high-quality day-to-day administrative support across the HR function, helping to ensure that employee-related matters are managed efficiently, accurately and in a timely manner.
- To prepare and issue routine HR correspondence, amendment to contract letters, leavers' letters including archiving of files, meeting invitation letters, tenure extension letters and other employment-related documentation.
- To support the administration of key employee processes, including contractual changes, probationary reviews, absence management/reporting, family leave, offboarding and leavers' processes.
- To maintain accurate, confidential and up-to-date employee records, ensuring personnel files and HR systems are well organised, appropriately maintained and compliant with College requirements.
- To undertake scanning, filing, uploading and general document management in relation to HR records and employee documentation.
- To support the upkeep of HR trackers, records and administrative systems to ensure information is accurate, current and easily accessible.
- To follow up with staff and managers for outstanding paperwork, information and documentation, ensuring HR processes are completed accurately and within required timescales.
- To respond to routine HR queries from staff and managers, providing timely and practical support on day-to-day employment matters and escalating more complex issues as appropriate.
- To support the administration of reference requests and other routine employment-related documentation.
- To collate Performance Reviews for Support staff and upload to sharepoint.



HR Systems, Reporting and Compliance

- To run routine HR reports and prepare data for the HR team as required.
- To provide administrative support for workforce data gathering and returns, including census-related activity where required.
- To support the accurate input and monitoring of staff absence records, including following up where information has not been completed by line managers.
- To assist with checking and collating absence data to support timely input, monitoring and reporting.
- To maintain accurate data on HR systems, ensuring information is recorded consistently and in a timely manner.
- To follow up outstanding training requirements with line managers and employees.
- To support compliance-related administration, including policy review activity and other HR governance requirements.

Payroll and Pay Review Support

- To support the administration of pay-related processes, including preparing documentation for payroll changes and salary reviews.
- To assist with the pay review process, including mail merge activity, preparation of salary statements and uploading documentation to personnel files.
- To help ensure payroll-related changes are processed accurately and in a timely manner.

Employee Relations and Meeting Support

- To provide administrative support for formal HR processes, including arranging meetings, preparing documentation and maintaining case files.
- To be trained to take accurate notes in formal meetings, including disciplinary, grievance and other employee relations meetings, as required.
- To always maintain confidentiality and professionalism when handling sensitive employee matters.

General HR Support

- To provide flexible administrative support across the HR team in line with changing priorities and workload demands, including support for matters relating to The Pilgrims' School where required. To support the review and updating of HR policies and related documentation.
- To contribute to the smooth and efficient operation of the HR department, ensuring a responsive and effective service to the College.
- To undertake any other duties commensurate with the level of the post, as reasonably required.
- To complete requests for Family Lanyards and update the tracker.
- To assist employees with Cycle to Work requests.
- To provide administration support to the HR Director as applicable.

Recruitment Administration

- During peak recruitment periods, provide support across all aspects of recruitment administration and undertake general escorting duties on interview days.

PART THREE

PERSON SPECIFICATION AND KEY QUALITIES

Essential Qualifications and Experience

- Educated to A-level standard or above.
- Previous administrative experience in an office or professional environment.
- Strong organisational skills and attention to detail.
- Ability to manage a varied workload and deal with routine tasks accurately and promptly.
- Good written English and strong communication skills.
- Ability to handle confidential and sensitive information with discretion.
- Good IT skills, including Microsoft Office and the ability to learn HR systems quickly.
- Ability to work collaboratively and provide efficient support to colleagues across a busy team.

Desirable Qualifications and Experience

- Previous experience in an HR administrative role.
- Experience of recruitment administration.
- Experience of maintaining employee records or using HR systems.
- Experience of absence recording, reporting or payroll-related administration.
- Experience in a school, education, charity or not-for-profit setting.
- CIPD qualification, or an interest in working towards one.
- Experience of taking notes in formal meetings.

Personal Attributes

- Well-organised, reliable and methodical in approach.
- Professional, approachable and responsive.
- Willing to learn and develop across a broad range of HR activity.
- Able to remain calm and accurate when handling time-sensitive tasks.
- Collaborative and supportive, with a flexible approach to changing priorities.
- Integrity, discretion and commitment to the College's values and educational mission.



PART FOUR

BENEFITS, TERMS AND CONDITIONS AND APPLICATION

Start Date

Flexible start date for the right candidate with preference for commencement as soon as possible.

Hours of Work

This is a full-time role, **37.5 hours per week**, and such other hours as are reasonably necessary to meet the needs of the College and the demands of the role.

Salary

Competitive salary of £29,000 per annum, commensurate with qualifications and experience. Salary is paid monthly, in arrears, to a nominated back account in 12 equal payments.

Induction and Continuous Training and Development

The school is fully committed to the induction, training and development of all our staff, with staff supported to grow and reach their full potential.

We deliver a range of training, run by both our own staff and external providers, varying from highly practical First Aid courses to seminars and learning lunches on many aspects of teaching and learning.

There is an annual cycle of appraisal offering the opportunity to reflect on professional practice and development opportunities.

The school also offers a wide range of apprenticeships supporting staff development and progression.

Pension and Life Cover

On employment, employees will be auto-enrolled into the College's pension scheme according to legislative thresholds. Those who are not eligible for auto-enrolment may still elect to join the College's pension scheme.

Initially, when joining the College's pension scheme, employees will become a member of the College's Group Personal Pension Plan (GPP). For this Plan, known as Tier 1, the employee contributes 4% and the employer 3%.

After 9 month's membership of the Tier 1 plan, employees may opt to join Tier 2, which is also a GPP, where the employee contributes 5% and the employer 9%.

Employees in Tier 1 automatically qualify for a Life Cover of 2 times salary. On entry to Tier 2, Life Cover changes to 4 times salary.

Annual Leave

The College leave year runs from 1 September to 31 August. This position will be entitled to 28 days holiday annually, which includes the usual Public Bank Holidays. Any Public Bank Holiday occurring during term time is deemed to be a normal working day. All leave must be taken by prior arrangement and must be taken outside of the school's term times.

Subject to the discretion of the school's Bursar, a gift may also be given of extra time off during the Christmas period.

Wider Benefits

- Free staff lunches during term time.
- Free use of some sports facilities and discounted hire charges for others
- Tour of the College, with discounted rates available for booking venues within the school's grounds for hospitality events.
- Cycle to work scheme.
- Free access to an ongoing cycle of cultural, musical, theatrical and sporting talks and events.
- Employee Referral Scheme, with a reward of up to £250 for staff (subject to scheme conditions).
- Free Library membership with access to a range of online journals and magazines.
- Reduced green fee rates for local golf course.

Probation, Notice Periods

The first four months of employment will be a probationary period. Regular reviews with line managers take place over the probationary period with the opportunity to discuss progress, identify any areas for action and ensure that there is appropriate guidance and support in place to enable successful completion of the probationary period.

During the probationary period, the notice required by either party to terminate employment will be one week. Once employment is confirmed, the notice period will be one month.

Disclosure Check

As Winchester College is an educational establishment, a condition of employment will be that the successful candidate must consent to the school obtaining an Enhanced Level Disclosure Check through the Disclosure and Barring Service (DBS). This will reveal all spent and unspent convictions, warnings, cautions and bind-overs. A policy on the recruitment of ex-offenders is available on the school's website.

Safeguarding is one of the primary responsibilities of this role. The jobholder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact with, and will need to adhere to and ensure compliance with the school's **Child Protection and Safeguarding Policy** at all times. The postholder should be conversant with the responsibilities and procedures detailed in this policy and with the **Department for Education's Keeping Children Safe in Education**. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead, or in their absence, the Deputy Designated Safeguarding Leads.

References and Other Pre-employment Checks

The appointment will be dependent upon the receipt of a successful medical check and satisfactory references. The College will usually seek references from shortlisted candidates before interview and may approach previous employers for information to verify particular experience or qualifications. At least one referee must be the current or most recent employer. Where applicants are not currently working with children but have done so in the past, one referee must be the person by whom they were most recently employed when working with children.



HOW TO APPLY

Only applications completed on the school website will be accepted. Please attach a full CV with your application.

Please note that applications will be dealt with as they arrive. Winchester College reserves the right to appoint before the deadline passes.

Closing date for applications: Midnight on 15th November 2026
Interviews are expected to be held in the weeks commencing 9th or 16th November 2026

If you have any questions about this vacancy or the recruitment process, please email **recruitment@wincoll.ac.uk**.

APPLY HERE

Diversity and Inclusion

We embrace diversity and inclusion in the workplace and are committed to promoting a fair and supportive environment for all our employees. We are keen to welcome applications from all applicants that feel that they meet the requirements of the role, regardless of their background and culture.

Data Protection

Winchester College collects and processes relevant personal data as part of its everyday operations and is obliged to process it in accordance with the General Data Protection Regulation and Data Act 2018. The school is the Data Controller of this data under the Act and is registered with the Information Commissioner's Office. Its registration number is Z5751669.

If you have any queries or comments about this policy or how personal data is processed by the school, please contact the Bursar and his team by emailing: **dataprotection@wincoll.ac.uk** or by writing to: Data Protection, The Bursary, Winchester College, College Street, Winchester, SO23 9NA.



PART FIVE

ABOUT WINCHESTER COLLEGE

Winchester College has the longest continuous history of any school in England, occupying the same site in the city of Winchester for six and a half centuries.

We offer full boarding for boys aged 13-18, with day and boarding places for Sixth Form boys and girls.

Since our foundation in 1382, we have been dedicated to inspiring original thinking by providing an education of exceptional quality and breadth, rooted in intellectual enquiry, academic excellence and uniquely broad range of extra-curriculars.

Today, the School has 760pupils. We continue to expand our Sixth Form and, in September 2026, we opened the School's first Sixth Form girls' boarding house. A second Sixth Form girls' boarding house is due to open in September2027.

Find out more

WHY WINCHESTER COLLEGE?

EMPLOYMENT


ORIGINAL
THINKING
SINCE 1382

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