



West Hatch High School

a Specialist Business and Enterprise School

"THE BEST THAT I CAN BE"

Headteacher: Mrs V Schaefer BA (Hons), MA, PGCE (Cantab), MCCT

HR Assistant Required September 2025

Scale 5, point 9 - 12

(Full Time Equivalent £26,409 - £27,711+ £1013 Fringe)

37 hours per week

41 weeks per year (Includes one week holiday work and one-week CPD)

Actual Salary Pro Rata - £24,666 - £25,837

We are seeking to appoint a well organised, efficient and motivated individual, to join our hardworking support staff. As our HR Assistant, you will play a key role in supporting the day-to-day operations of our Human Resources department. You will help ensure our school runs smoothly by assisting with recruitment, onboarding, staff records, and HR compliance.

We offer the following benefits:

- Newly built sports hall with fully fitted gym available for staff use,
- Swimming pool available for staff use,
- TOIL scheme allowing staff to build time to take some term time days off,
- The Headteacher is passionate about staff workload and wellbeing and holds regular wellbeing meetings with staff.
- Flexible working requests will be considered.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references

At West Hatch we believe in building strong relationships with students and going the extra mile to support students' successes both in and outside of school.

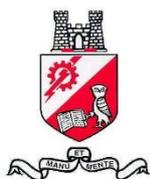
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Further details about this post and an Application Form are available by visiting our School website at www.westhatch.net.

If you require additional information please contact recruitment@westhatch.net

Closing date: Wednesday 25th June 2025 at 9am

Based on the quality and quantity of applications received, West Hatch High School reserves the right to close this vacancy sooner than the specified closing date. Therefore, early applications are encouraged.



West Hatch High School

JOB DESCRIPTION:	HR Assistant
Responsible to	Headteacher
Line Manager	HR Manager
Grade	Scale 5 , points 9 - 12
Hours	37 hours a week (8am to 4pm, 3.30pm on Friday), 41 weeks per year

Purpose of Job

To provide support to the HR Manager and be responsible for all administrative procedures required in connection with the appointment of staff, ensuring the appropriate policies are followed

Main Duties and Responsibilities

- To be responsible for ensuring that all aspects of recruitment are carried out in accordance with good practice, including:
 - Placing advertisements on the school website, job boards and relevant social media platforms
 - Organising interviews
 - Taking up references;
 - Paperwork for successful candidates including all pre-employment checks, to include DBS check, medical clearance, identity check, right to work check and other relevant checks for the role
- To assist the HR Manager in the preparation of reports for the Headteacher and SLT
- To be responsible for issuing new contracts to newly appointed staff and entering information on SIMS
- To be responsible for all administration for ensuring contract review dates are met e.g. salary increments, temporary responsibilities, and fixed term contracts.
- To be responsible for the administration for probation, ensuring all paperwork is issued and returned according to policy.
- To be responsible for all administrative procedures required in connection with changes to employment terms and conditions and resignation of staff, ensuring the appropriate policies are followed.
- In liaison with the HR Manager, to ensure that contracts of employment are issued for all school staff as necessary
- To ensure that all personnel files are correct and up to date and retention dates are clearly marked. Ensuring that all paperwork is securely stored and that access is restricted to authorised personnel
- In liaison with the HR Manager, to use SIMS to produce reports, for example Annual Salary Statements.
- To maintain a database for staff training and updating SIMS with booked training courses for staff

- To be responsible for the administration of the Single Central Record in liaison with the HR manager
- To assist the HR Manager with the updates required for the schools budgeting software for staff (IMP)
- To provide administration support for the HR Manager as required.

These duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of their job, skill or grade.

Professional standards:

- Carry out your role in a professional, positive and proactive manner.
- To undertake any reasonable instruction.
- Deal courteously with colleagues, students, parents and the public.
- Maintain standards of presentation and work output as set by your line manager.
- Come to work suitably dressed, in accordance with the Schools Dress Code.
- Maintain strict confidentiality with regard to issues relating to students, parents, other staff and school business.
- Set a good example to students.
- Be supportive at all times of the school's aims and ethos.
- Work as part of a team to support the team and school objectives.
- Be familiar and comply with school policies as set by the Governing body.
- Aim for high personal standards of punctuality and attendance.

The needs of the school are constantly evolving and all job descriptions are reviewed annually and subject to change to meet the needs of the school.

June 2025



West Hatch High School HR Assistant Person Specification

General heading	Examples	Essential	Desirable
Knowledge and Experience	Ability to prioritise workload and respond to changing demands	✓	
	Experience of working in Human Resources	✓	
	Knowledge of relevant education policies and procedures	✓	
	Understanding of basic learning strategies for developing	✓	
	Experience of working within a school environment		✓
Skills, Knowledge and Abilities	Exceptionally organised with strong time management skills	✓	
	Capacity to work under pressure, meet deadlines and effectively organise priorities	✓	
	Good IT skills	✓	
	Verbal and written communication skills to communicate effectively	✓	
	Ability to relate to and work well with students and adults	✓	
	Work constructively as part of a team, understanding classroom roles and responsibilities as well as your own position	✓	
	Dealing with difficult situations and problem solving	✓	
	Ability to maintain a professional and flexible approach	✓	
	Ability to maintain accurate records and meet deadlines	✓	
	Have a proactive attitude and know when to seek advice	✓	
	Be able to demonstrate initiative	✓	
	Ability to enforce sustained study condition in relevant areas	✓	
	To be able to treat students with mutual respect	✓	
	Able to deal helpfully, politely and tactfully with colleagues, parent, pupils and staff		✓
Qualifications and Training	GCSE English and Maths, Grade C or equivalent	✓	
	Good level of competence in Microsoft Excel and Word	✓	
	Participate in development and training opportunities	✓	
Personal attributes	High integrity and openness combined with a commitment for good governance	✓	
	Strong verbal and written communication skills	✓	
	Ability to work autonomously as well as part of a team	✓	

	Commitment to own personal development	✓	
	Commitment to enhancing the experience of Sixth Form students	✓	
	Team player, personable, approachable with a sense of humour		✓