

# St Helen's School

## HUMAN RESOURCES ADMINISTRATOR

St Helen's would like to appoint a HR Administrator for this leading independent girls' day School.

Thank you for showing an interest in this post. We hope that the following information about St Helen's school and job description will help you to decide that this is an application which you wish to pursue.



## WELCOME TO ST HELEN'S

St Helen's is a large, thriving all-through school and many of the girls who leave us at the end of Year 13 have been with us since Nursery or Reception. We are ambitious for every single girl: that she achieves her potential; that she leaves us to embark upon an exciting and fulfilling future, able to deal with whatever life throws at her with a calm, inner resolve, and a sense of fun; that she is ready to go out into the world and make a difference. St Helen's has a long tradition of academic excellence which encourages girls to pursue intellectual curiosity beyond the curriculum. Our GCSE results put us very securely into the top 50 independent schools in the country each year (28<sup>th</sup> in 2022), and we are ranked 30<sup>th</sup> for A Level's in the Telegraph League Table of UK Independent schools 2022. Sixth Formers go on to established, high-ranking universities including Oxford and Cambridge, with more than a third studying STEM subjects. However, we give our girls much more than just academic success; our co-curricular programme is rich and varied, and our pastoral care ensures that every girl is valued and cared for.

Within easy reach of central London, our school is set in 21 acres of lovely grounds and, just as we are proud of our students' academic achievements and their personal development, we are also proud of our facilities and buildings. We have invested over £20 million in a building programme over the last five years and have plans to do more.

St Helen's has a warm and lively atmosphere that makes it a really exciting place to work. Our staff and our girls look out for each other and encourage each other to be the best possible version of themselves. As such, you will play a vital role in supporting the school in the next stage of its journey and I look forward to receiving your application.

**Alice Lucas, Headmistress**



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## THE SCHOOL

St Helen's is an academically selective independent girls' day school of more than 1100 students aged 3-18, set in beautiful green space in Northwood, Middlesex.

It draws pupils from a wide area of north-west London, Buckinghamshire, and Hertfordshire with easy access by Underground from central London.

Our aims are:

- To provide each and every girl with the opportunity and means to achieve academic excellence.
- To provide our students with the personal skills, emotional resilience, and the confidence to achieve their full potential through a varied, rich and challenging co-curricular programme.
- To know, value and respect all girls as individuals so as to best support them on their journey through the school.
- To ensure that the girls are ready to play a full and active part in their communities and in an interconnected digital world.

Our students achieve high academic standards, and we encourage them to develop lifelong skills in a diverse range of areas, both within and outside the curriculum, and to pursue their individual ambitions. The school is proud of its tradition of providing a balanced and forward-looking education through which its pupils can become confident, independent learners and leaders in their fields, their professions and their communities. Attention to the individual child is at the heart of everything we do and shapes the pastoral care, teaching and learning and the co-curricular opportunities on offer at St Helen's.

## THE POST

The HR Department supports up to 400 staff and coaches (340 on payroll) at St Helen's School and its small subsidiary trading company St Helen's Enterprises. The HR team consists of a HR Manager (who is also the Health & Safety Manager), a HR Officer and this vacancy, which is a full time, permanent HR Coordinator/administrator role. Together we aim to deliver the HR strands of the school strategy.

**Reporting to:** HR Manager

### Main Objective:

To provide a comprehensive and pro-active administrative support service in relation to all aspects of Human Resources.

The responsibilities linked to this post are wide ranging and the list of main duties below is by no means exhaustive and it will be necessary to perform other such duties commensurate with the post as may from time to time arise or be determined. Much of the work of the office is by its very nature sensitive and confidential and it is essential that the postholder can be always depended upon for discretion.

### Tasks and responsibilities:

- Responsibility for maintaining the school's Single Central Register (SCR)
- Recruitment administration for all staff including permanent, Co-Curricular, temporary, and contracting. Ensuring compliance with statutory and regulatory requirements such as references, DBS/qualification/identity checks and eligibility to work in the UK
- Absence reporting and Payroll maintenance and data input via Juniper
- Filing/archiving/setting up systems
- Preparing and presenting employee Statistics
- Preparing ad hoc letters
- Staff benefit administration
- Responsibility for allocating compliance training such as safeguarding, key policies and procedures, medical, health and safety. Ensuring completion of training and reporting updates to Senior Leadership Team



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- Supporting the HR Officer with the onboarding process of new employees, ensuring all starters receive a professional induction programme and probationary periods are monitored and recorded
- Responsibility for audit of Trained First Aiders which involves booking courses, processing payments, updating First Aid list, and circulating termly
- Compiling termly accident statistics for the Health & Safety committee
- Any other task as reasonably directed by the HR Manager or Business Director

## General Duties:

- Promote and safeguard the welfare of children and young people, by adhering to and ensuring compliance with the School's Child Protection and Safeguarding Policy.
- Implement responsibilities as set out in the School's Health & Safety Policy.
- Support and promote the school's ethos, aims and objectives.

## HOURS

5 days per week (Monday to Friday), throughout the year. Core hours are typically: 08.30am – 5.00pm.

## SALARY

£28,000 - £32,000 per annum depending on qualifications and experience

## THE PERSON

### QUALIFICATIONS, EXPERIENCE AND SKILLS

Requirement	Essential	Desirable
<b>Education and professional qualifications</b>	English GCSE or equivalent grade C or higher	Relevant administrative/HR qualifications
<b>Knowledge</b>	Strong working knowledge of Microsoft Office specifically Word and Excel	Awareness of safeguarding (child protection) and the welfare of children  Working knowledge of a school database system and/or SCR  Knowledge of recruitment checks required for school employees  Knowledge of payroll systems
<b>Experience</b>	Previous administration role in a busy office environment  Previous experience of setting up systems	Experience of school databases  Experience of payroll systems



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	<p>Managing multiple tasks/ projects/priorities simultaneously</p> <p>Working within a complex multi-professional environment</p> <p>Experience of data input and reporting</p> <p>Experience dealing with a wide range of stakeholders both internally and externally</p>	<p>Experience of school administration work</p> <p>Experience of HR administration work</p>
<b>Skills</b>	<p>Excellent level of oral and written communication skills</p> <p>Accurate and thorough (meticulous eye for detail)</p> <p>Numerically literate</p> <p>Ability to remain calm under pressure and prioritise workload to meet deadlines</p> <p>Excellent IT skills (Word, Excel, Outlook)</p> <p>Ability to use database systems</p> <p>Ability to establish and maintain office administrative systems</p>	

	<p>Ability to work as part of a team and on own initiative</p> <p>Able to find solutions to problems</p> <p>Professional telephone manner</p>	
<b>Personal attributes</b>	<p>Self-motivated, flexible, and adaptable</p> <p>Articulate and confident communicator who is willing to learn</p> <p>Highly organised and methodical</p> <p>Confidential, discreet with integrity</p> <p>Customer focused</p> <p>Diplomatic approach and ability to exercise good judgement</p> <p>Empathetic in terms of staff and pupil concerns</p>	Can do attitude





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## BENEFITS

- 6 weeks holiday per year, plus bank holidays
- Membership of a workplace pension scheme with up to 10% employer contributions
- 50% fee remission for eligible staff children (subject to spaces and entrance exams. Pro rata if part time.)
- Access to the School's swimming pool and fitness suite
- Free on-site parking and excellent public transport links
- Free lunch and refreshments
- Generous occupational sick pay
- A commitment to professional development
- A beautiful working environment – the school is set in a conservation site in excess of 20 acres.

## APPLICATION PROCESS

Closing date: **8am on Monday 23<sup>rd</sup> January 2023**

We will only consider completed applications forms submitted via our 'work for us' page on our school website.

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.

Due to the volume of applicants, we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.

## THE SELECTION PROCESS

Shortlisted candidates will be invited to the school where they will be interviewed by the HR Manager and members of the Senior Management Team, be tested on a practical task, tour the school, and meet the HR Officer.

St Helen's school is committed to safeguarding and promoting the welfare of children and young people, as detailed in Part 3 (Safer Recruitment) of the KCSIE 2022 guidance document. Applicants will be asked for proof of right to work in the UK and undergo child protection screening, including checks with past employers and the disclosure and barring service.

If you have any queries about this position, please contact the school at [recruitment@sthelens.london](mailto:recruitment@sthelens.london)

