



JOB DESCRIPTION

Job Title:	HR Administrator
Date:	July 2025
Department:	Human Resources
Reports To:	Human Resources Manager

Purpose of the Position:

Responsible for providing a reliable and accurate administrative support service within the HR Department within Wellington College. To undertake all duties in accordance with College requirements, best practice, policies and procedures.

Departmental Information

The Human Resources Team provide a range of guidance, advice and services to managers and staff within The Wellington College, which includes Wellington College Educational Enterprises, Wellington College Services and Wellington College Prep. This includes activities such as recruitment and selection, pay and restructuring, employee relations (such as disciplinary investigations and grievances), learning and development, employee benefits and absence management. The Department is also responsible for the development and maintenance of the Single Central Register for The Wellington College and Wellington College Prep, compliance with KCSIE guidelines, and the management and oversight of circa 400 non-employed contract staff, volunteers, and consultants.

Main Tasks and Responsibilities:

Alongside other colleagues as part of the HR administration team:-

General HR Administration

- Provide comprehensive administrative support across the HR department, including filing, data entry, and maintaining accurate employee records (both manual and electronic).
- Maintain and update HR systems, including the Single Central Register (SCR), ensuring accuracy and compliance.
- Serve as a point of contact for new starter queries, including document submission and DBS checks.
- Support the documentation and continuous improvement of HR processes and procedures.
- Take minutes at employee relations meetings when required, ensuring confidentiality and accuracy.
- Assist with general HR correspondence and ad hoc administrative tasks.
- Support HR Managers and Advisors with departmental projects, such as the annual wellbeing survey and gender pay gap reporting.
- Undertake specific projects as assigned by the Human Resources Director or HR Managers.
- Ensure compliance with ISI and KCSIE regulations across all HR activities.
- Stay informed of relevant HR best practices.
- Promptly escalate HR-related concerns or issues to the HR Managers or Director.
- Maintain and update HR databases and trackers, including records for starters, leavers, immigration status, and other employment changes.

Recruitment, Onboarding & New Starters

- Manage the day-to-day administration of the Recruitment Inbox, triaging emails and ensuring timely responses.
- Support the recruitment process via the Talos system, including monitoring applications and coordinating interview logistics.
- Conduct pre-employment checks, obtain references, and assist in preparing contracts and contract amendments.
- Ensure all HR trackers are accurately maintained to support a smooth recruitment and onboarding process.

- Verify and process new starter documentation, ensuring compliance prior to employment commencement.
- Assist in promoting vacancies through social media and other advertising platforms.
- Ensure onboarding procedures are completed for all new starters, including SCR updates and induction coordination.
- Update HR systems with new starter details.

Leaver Process

- Process staff resignations, update HR systems accordingly, and archive leaver documentation.
- Ensure accurate record-keeping for departing employees, both electronically and manually.

Compliance for Non-Employed Personnel

- Administer pre-engagement checks for consultants, volunteers, governors, and contractors, including DBS eligibility and safeguarding requirements.
- Maintain accurate records for non-employed personnel, including training, insurance, and policy acknowledgements.
- Update the SCR in collaboration with the Data Administrator for all non-employed starters and leavers.
- Coordinate pass issuance and compliance tracking for Wellington College and Prep School non-employed personnel.
- Distribute and manage leaver checklists for non-employed individuals.
- Support the issuance of self-employed contracts for services under the guidance of the Compliance Manager.
- Cross-reference safeguarding training records with the SCR to ensure data integrity.

Person Specification

Education Attainment

- Good level degree in a directly related subject (desirable)
- 5+ GCSE A*- C, 4-9 or equivalent (English and Maths essential)

Professional Qualifications

- Relevant qualification e.g. CIPD Level 3 Certificate in Human Resources Practice (desirable) or the ambition to gain such vocational qualifications.

Knowledge and Experience

Essential

- Proven experience within a busy HR department
- Excellent attention to detail and the ability to multi-task
- Ability to address sensitive issues with tact and diplomacy
- Ability to maintain confidentiality, where appropriate
- High level experience of Word, Excel and Outlook

Desirable

- Awareness of Safeguarding requirements and good practice within an educational setting
- Experience of working in HR within a School environment

The College may adjust the duties of this role as needed to meet operational requirements. In exceptional cases, the postholder may be asked to take on similar responsibilities to support the team during busy periods or staff shortages, with consideration given to their skills and workload. All staff are expected to uphold the College's commitment to safeguarding children and young people, and to follow health and safety policies, including proper use of equipment and care for their own and others' wellbeing