SHERBORNE SCHOOLS GROUP

Sherborne Schools Group (SSG) is a dynamic family of schools offering an exceptional education for girls and boys aged 3–19, across both day and boarding provision. Formed in 2024 through the merger of Sherborne Girls and Sherborne Boys, the Group now comprises Sherborne Girls, Sherborne Boys, Sherborne Prep, Hanford Prep, Sherborne International, and a number of trading companies. Together, these schools provide a rich and cohesive educational journey within the beautiful town of Sherborne and surrounding Dorset countryside.

Each school retains its distinctive identity, traditions, and community spirit, while also benefiting from the opportunities and resources of being part of a larger group. Today, SSG educates 1,280 pupils in the UK, supported by a dedicated team of staff. Our international reach continues to expand through Sherborne Schools Worldwide, with six schools established across Qatar and Jeddah, and a new school opening in Riyadh in 2027.

At the heart of SSG lies *The Sherborne Difference*: our commitment to transformative education that blends academic excellence with character development, wellbeing, and innovation. Through this, we prepare our pupils not only to succeed, but to lead, inspire, and make a positive impact in an ever-changing world.

Sherborne Boys is a full-boarding and day school for boys aged 13–18. Combining over 500 years of heritage with modern excellence, the school cultivates confident and compassionate young men. Pupils follow a broad curriculum including GCSEs, A Levels, and BTECs, supported by an extensive co-curricular programme.

Sherborne Girls is a full-boarding and day school for girls aged 13–18. It offers an empowering education that nurtures ambition, self-belief, and a strong sense of individuality. The curriculum spans GCSEs, A Levels, and BTECs, complemented by wide-ranging opportunities for personal growth, creativity, and co-curricular engagement.

Sherborne Prep is a co-educational day and boarding school for children aged 3–13. The school provides a warm and nurturing environment where curiosity, confidence, and foundational skills are developed for life, ensuring pupils are well prepared for the next stage of their education.

Hanford Prep is a day and boarding school for girls aged 7–13, set in the Dorset countryside. It offers a rural haven where girls can explore, grow, and build resilience in a joyful, character-rich setting, while achieving impressive results both in and beyond the classroom.

Sherborne International is a co-educational short-term boarding school for pupils aged 8–17. It specialises in English language teaching, subject support, revision, and preparation for UK schools, providing an engaging and supportive environment where pupils can quickly develop confidence and academic skills.

JOB DESCRIPTION

Sherborne Schools Group Recruitment and Selection Policy Statement

Sherborne Schools Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers, criminal record check and social media checks. All positions within the schools are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

ADMINISTRATOR (MATERNITY COVER)
FIXED TERM ROLE – JANUARY 2027 TO DECEMBER 2027

Principal Role

Sherborne Schools Group is seeking a dynamic and creative Administrator who will provide proactive and professional administrative support to the HR Department, supporting Sherborne Girls, Hanford School and the Oxley Sports Centre. The postholder will play a vital role in ensuring the effective administration of HR processes, maintaining accurate employee records and supporting compliance with employment legislation, safeguarding requirements and organisational policies.

Supporting the full employee lifecycle, the Administrator will coordinate recruitment and onboarding activities, administer pre-employment and safer recruitment checks, maintain HR and training records, process payroll instructions and prepare HR documentation and correspondence. The role will act as a key point of contact for HR enquiries, providing a responsive and confidential service while ensuring all personnel information is accurate, compliant and maintained to the highest professional standards.

Primary Location:	Sherborne Girls You may be required to work at other schools or sites within the Group to meet the needs of the business.
Reporting to:	Deputy Director of HR (SSG)
Hours of Work:	37.5 hours per week. Hours of work are likely to be 8.30 – 17.00 with a one hour unpaid lunch break each day. Flexibility in hours will be required on occasion to meet the demands of the post.

Core Responsibilities…

- Provide comprehensive administrative support to the HR Department, managing the HR inbox and acting as a key point of contact for staff enquiries. Respond to queries in a timely, professional and confidential manner, prioritise workload effectively and escalate complex or sensitive matters to the appropriate member of the HR team where required as required.
- Log, track and prioritise HR queries for the Deputy Director of HR, managing meeting schedules, coordinating diaries and sourcing relevant documentation and information to support HR casework and departmental activities. Maintain the integrity of employee data within HRpro by processing starters, leavers and contractual changes, updating employment records, monitoring compliance information, Create, maintain and organise electronic and hard copy personnel files,

ensuring all employee records, contracts, right to work documentation, DBS certificates, references, qualifications, absence records and employment correspondence are accurately recorded, securely stored and kept up to date in line with data protection and retention policies

- Prepare and process payroll instructions for new appointments, contract variations, pay progression, allowances, maternity and other family leave, absences and leavers, ensuring all changes are accurately documented, authorised and submitted in line with payroll deadlines
- Support with the onboarding of new employees, ensuring all safer recruitment checks are completed and recorded, including references, enhanced DBS checks, right to work verification, qualification checks, overseas police clearances and employment history validation. Maintain accurate records and ensure all pre-employment requirements are satisfactorily completed before commencement of employment.
- Draft and issue HR and payroll-related letters, contracts and correspondence, ensuring all documentation is accurate, compliant, professionally presented and processed within agreed timescales.
- Update and monitor training records, assign and assist with training activity and training administration.
- Provide proactive administrative support to the HR function, contributing to departmental projects, process improvements and key people initiatives as required.
- Conduct and record right to work checks in accordance with Home Office requirements, ensuring all documentation is verified, retained and monitored for ongoing compliance.
- Support safeguarding compliance by monitoring the completion and validity of DBS checks, qualifications, references and other safer recruitment requirements.
- Ensure all employee records and compliance documentation are maintained in line with safeguarding requirements, employment legislation and data protection regulations.

Other responsibilities

- Undertake any other reasonable duties as required by Deputy Director of HR, including providing support across Sherborne Schools Group schools as necessary.
- Contribute to the wider life of the Group, including events, initiatives, or projects that enhance collaboration between schools.
- Be flexible in place of work, and undertake duties at other Group schools or sites where required, in order to meet operational or strategic needs.
- Promote and uphold the values and ethos of Sherborne Schools Group in all professional activities, ensuring consistency across the community.

Duties - this is not intended to be a comprehensive list of the tasks that will be covered and other tasks will be undertaken at the direction of the Deputy Director of HR

Person Specification...

	Essential	Desirable
Qualifications and Experience	• Minimum GCSE grade 'C' (or equivalent) in English Language • Previous experience within a HR team. • Experience maintaining confidential records and handling sensitive information • Effective diary management and meeting coordination skills • Excellent written communication skills, including drafting professional correspondence	• Qualification in administration or HR CIPD level 3 • Previous experience working in the education sector • Experience of safer recruitment processes
Skills and Abilities	• Competent and proficient use of Microsoft Office (Word and Excel) • Excellent communication and interpersonal skills. • Excellent attention to detail and organisational skills. • Tact, discretion and confidentiality. • Ability to originate draft correspondence and present in a professional, consistent and articulate manner	• Familiarity with HR Software and databases • Knowledge of payroll practices and legislation
Personal Attributes	• Ability to use your initiative and work as part of a team or unsupervised. • Professional, approachable and customer-focused. • High level of integrity and discretion • Flexible and adaptable in response to changing priorities • The ability to remain calm under pressure and work to deadlines.	

	• Energy, enthusiasm and commitment. • Commitment to safeguarding and promoting the welfare of children and young people • Proactive and solution-oriented approach to work.	

Training Requirement for the HR Administrator – this list is not exhaustive, and the post holder may be required to undertake other training as required by the School.

Training	To be completed by	Frequency of training
Safeguarding (Child Protection) and Prevent Training	Within the first week of employment	As required
Induction training with Line Manager	Within the first week of employment	
GDPR	Within the first week of employment	As required
Display Screen Equipment (DSE) User	Within the first week of employment	As required
Fire Awareness	Within the first week of employment	As required
Manual Handling	Within the first week of employment	As required

Salary: **£25,127.44** per annum depending on skills and experience. Salary paid monthly in arrears direct into nominated bank account.

Holidays: Employees are entitled to 25 days' annual leave per year, in addition to Bank Holidays. Annual leave entitlement will increase by one day per completed year of continuous service, up to a maximum of 28 days per year, plus Bank Holidays.

Attendance will be required on Bank Holidays that fall during term time, for which time off in lieu will be given. Holiday only to be taken following prior authorisation from the Deputy Director of HR taking into account busy periods.

Pension: The postholder will be able to join the Schools Pension Scheme. Where eligible the postholder will be auto-enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Director of Human Resources (Bursary).

Probationary Period: In accordance with School policy, all appointments are subject to a six-month probationary period.

Medical Self The offer of appointment at Sherborne Schools Group will be conditional upon the

Declaration: provision of a self-declaration of your physical and mental fitness to discharge the responsibilities of the role.

DBS Disclosure (Police Check)/ References: As Sherborne Schools Group is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.

Postholder's Responsibility: You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Child Protection Policy Statement. If you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officers).

Benefits

- Generous School Sick Pay scheme
- Reduced membership a designated Sports Centre
- Membership of the School library
- Free onsite parking (subject to availability)
- Lunchtime meal, during School term time for staff working a full day
- Employee Assistance Programme offering free counselling / legal / medical support

We are proud to offer a thoughtful package of employee benefits designed to support your wellbeing, both in and out of work. While we aim to maintain these benefits, they are not contractual and may be reviewed and updated from time to time to reflect the evolving needs of our people and our Group.

Method of Application:

To apply via TES, please submit the online application form, available via the 'Quick Apply' button, by the closing date - please do not send in a curriculum vitae as we are unable to use them when short listing.

Alternatively, please download and complete the Sherborne Schools Group Application Form (Word document) available at https://www.sherborneschools.group/group-vacancies and return it to hr@sherborne.org

In the event of any queries please contact:

Human Resources
Sherborne School
Tel: 01935 810502
Email: hr@sherborne.org

Closing date for applications: 9.30am – Monday 26 October 2026

Interviews likely to take place: Tuesday 3 November 2026

PLEASE INDICATE ON YOUR APPLICATION IF YOU ARE UNABLE TO ATTEND INTERVIEW DURING THIS TIME

Anticipated start date: January 2027