

A young girl and a young boy, both in school uniforms, stand with their arms crossed in a library. The girl on the left is wearing a dark blue blazer over a white shirt and a dark blue skirt with a yellow and blue plaid pattern. The boy on the right is wearing a dark blue blazer over a white shirt and a blue and yellow striped tie. They are both smiling at the camera. The background is a blurred library with bookshelves and a large window.

APPOINTMENT OF RECRUITMENT AND HR COMPLIANCE COORDINATOR

CANDIDATE INFORMATION PACK.



**SIR WILLIAM PERKINS'S
SCHOOL**

A photograph of two students, a boy and a girl, walking along a paved path outdoors. The boy on the left is wearing a dark blue blazer, a white shirt, a blue and white patterned tie, and dark trousers. The girl on the right is wearing a dark blue blazer, a white shirt, a dark blue V-neck sweater, and a blue and white plaid skirt. Both are wearing backpacks and looking towards each other. The background features green foliage and a brick building with a blue door.

WELCOME TO SIR WILLIAM PERKINS'S SCHOOL

It is our pleasure to introduce you to our wonderful school; a lively and welcoming community where every student is supported to achieve great things, and where curiosity, ambition and generosity thrive. At Sir William Perkins's School, students are at our heart. We expect the best from them, and in return they can expect the best from us. We provide teaching of the highest quality, where each individual is stretched and challenged and given the tailored support and attention required. We are a warm and friendly school: we know our students, their talents, hopes and aspirations, and we work with them to develop confidence, leadership skills and an ability to collaborate with others. With access to a diverse co-curricular programme, students are accomplished all-rounders with university statements studded with personal achievements and successes. Our students leave us in Year 13 with determination and clearly defined ambition, ready to make their mark on the world.

Sir William Perkins's School is a high-performing independent school for approximately 600 students aged 11 – 18 years. In September 2026, boys will be joining the school in years 7 and 12, with a phased move to co-education by 2030. The Head is a member of both HMC and GSA.

The school was founded in 1725 by a wealthy local Chertsey merchant to educate the town's children. The School moved to its present site in 1819 and became fully independent in 1978. It is located on an attractive 12-acre site situated on the outskirts of Chertsey, a two minute walk from the railway station and very



**INDIVIDUALITY CONTINUES TO BE
CHAMPIONED – THERE ARE NO
IDENTIKIT STUDENTS HERE, JUST
HIGH-ACHIEVERS IN CHARGE OF
THEIR OWN FUTURE.**

Talk Education

OUR VISION

Our vision reflects our shared sense of purpose, aiming to create an environment that supports each person's success whilst recognising the importance of working together to build a strong, purposeful community and a sense of belonging.

OUR MISSION

To champion the individual and build confidence, integrity, and excellence. Our holistic education promotes innovation and creativity both inside and outside the classroom. Our values of curiosity, ambition and generosity enable our students to go beyond academic success, leaving the school as conscientious, world-ready

OUR VALUES

We seek to nurture in every student the values of curiosity, ambition and generosity. Curiosity about our world and our future. Ambition for ourselves and for others. Generous with our thoughts, our gifts and our time. We seek to build confidence, integrity, and excellence in a caring, innovative, and happy community, so that

ABOUT US

Entrance to the School is by competitive examination and the School values its excellent academic reputation. The students are highly motivated and eager to learn. Significant emphasis is also placed on the broad and balanced curriculum, the wide-ranging co-curricular activities and the caring and supportive environment.

The ISI regulatory compliance inspection in September 2024 notes that "Pupils demonstrate excellent social awareness and they grow up to be poised, confident, and articulate." Our latest Good Schools Guide Report, conducted in March 2025 describes the school as "Big enough to thrive, small enough to care, SWPS is a place where learning and enjoyment go hand-in-hand, meaning that good grades are the happy by-product of a well-rounded education."

The staff are thoroughly professional, highly qualified and knowledgeable, enthusiastic and passionate, support and have an appreciation of the breadth of the educational experience that is provided.

The school is characterised by a warm and welcoming atmosphere and mutually supportive approach. Expectations of staff are high but equally, personal workloads are carefully considered by the Senior Leadership Team. There are plenty of opportunities for further appropriate professional development and a generous inset budget. All staff are equally valued for their part in the overall success of the school and there is a strong sense of fun and humour.

The Governing body is keen to ensure that staff remuneration is competitive and are continually reviewing the package to ensure that SWPS can attract and retain outstanding staff.

Further information about the School and our most recent inspection report can be accessed at www.swps.org.uk





RECRUITMENT AND HR COMPLIANCE COORDINATOR

ACCOUNTABLE TO:
HR MANAGER

FULL TIME, PERMANENT

This is not an exhaustive job description, and it is expected that the post holder may undertake such other duties as may reasonably be requested. For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.

MAIN RESPONSIBILITIES

Recruitment

Lead, coordinate and advise on all aspects of the recruitment process from end to end.

Liaise with marketing and recruiting managers when reviewing job descriptions, drafting and placing advertisements, preparing application packs, processing applications for shortlisting, scheduling interviews, providing interview packs to interview panel, drafting offer letter to successful candidates, rejecting unsuccessful candidates.

Obtain and verify references for the Head to review.

Carry out all pre-employment checks in line with the School's Safer Recruitment Policy.

Review and certify new hire's proof of identity documentation.

Draft new hire paperwork, including contract of employment.

Advise the relevant line manager when a member of staff is cleared to start work.

Advise HR and Payroll Officer of new starter details including name, job title, start date and department.

Manage and maintain the online recruitment system, ensuring job postings, candidate data, and workflows are accurate and up to date.

Set up employee file, both paper based and electronic.

Onboard new hire and support relevant department with their induction programme.

Ensure correct GDPR processes are followed.

Maintain recruitment files and records, including archiving, to ensure compliance with the School's suggested retention periods.

Employee Lifecycle

Liaise with department/line managers to ensure probationary reviews are carried out in a timely manner.

Maintain probationary record within the employees' personal file.

Manage leavers' process including but not limited to organising exit interviews, handling reference requests and keeping all relevant stakeholders informed.

Compliance

Ensure all vetting checks for new hires including agency staff, volunteers, contractors and peripatetic staff are completed in an efficient and timely manner and in accordance with KCSIE.

Ensure all vetting checks are recorded and signed off by the Head, where applicable.

Ensure new hire paperwork is accurately completed and filed.

Accurate maintain up to date HR records and files, both paper based and electronic.

Accurately administer and maintain the Single Central Register ensuring it is kept up to date and compliant with the Department for Education and the Independent School's Inspectorate legislation on Keeping Children Safe in Education.

Flag any vetting concerns or incomplete/inaccurate/outdated entries in the Single Central Register with the HR Manager.

Accurately administer and process changes to terms and conditions including raising and issuing appropriate paperwork to staff.

Ensure leavers are processed correctly and in a timely manner including providing acknowledgement of resignation, final pay date communicated, payroll administration completed, School property returned and notification sent to all relevant departments to ensure removal from lists and databases.

Ensure all archiving is kept up to date in line with the School's suggested retention periods.

Provide management information and reports as required.

Assist the HR Manager in compliance inspections.

Take part in all training and INSET required as part of the role.

Ensure correct GDPR processes are followed.

Maintain all files and records, including archiving, to ensure compliance with the School's suggested retention periods.

HR Information System (HRIS)

Oversee the entry, maintenance, and integrity of employee data within the HRIS, ensuring all information is accurate, up to date, and compliant with policies.

Conduct regular data audits and quality checks to identify and correct errors, inconsistencies, or gaps in employee records.

Serve as a point of contact for employee data queries, ensuring timely updates and secure handling of sensitive HR information.

Other Duties

Undertake any reasonable task as directed by a Senior Leadership Team member.

Strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures.

Be committed to the safeguarding of children and young people.

CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of all students with whom they come into contact, will be to adhere to and ensure compliance with the School's child protection policies at all times. If in the course of carrying out the duties of the post the post-holder 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.

COMMITMENT TO SAFEGUARDING

Sir William Perkins's School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.





RECRUITMENT AND HR COMPLIANCE COORDINATOR

PERSON SPECIFICATION

SKILLS, EXPERIENCE AND QUALIFICATIONS

Essential

Proven experience of leading and delivering an efficient, comprehensive and customer focused recruitment service.

Proven experience of payroll and pension administration.

Proven knowledge and understanding of UK employment legislation.

Excellent professional written and verbal communication skills with the ability to communicate effectively with a wide range of people and personalities.

Excellent administration skills and organisational skills.

Excellent accuracy and attention to detail. Ability to enter data accurately and efficiently.

Ability to balance priorities and take responsibility for the completion of a task. Excellent IT and database skills.

Strong educational background.

Willingness to take part in additional training when the acquisition of new skills is required.

Desirable

Previous experience of working in a school or another regulated environment.

Knowledge and understanding of Keeping Children Safe in Education.

Member of the CIPD (Associate Level or above).

PERSONAL ATTRIBUTES

Ability to maintain confidentiality, and an awareness of using tact and discretion when dealing with sensitive situations. Professional and approachable manner. Conscientious, proactive, self-motivated and reliable.

Ability to remain calm under pressure. Ability to work independently and as a member of a team.

Willingness to be involved and participate in the wider life of the School.

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WORK WITH US

SIR WILLIAM PERKINS'S SCHOOL IS A FRIENDLY,
EXCITING AND SUPPORTIVE PLACE TO WORK.
THE SCHOOL OFFERS AN ATTRACTIVE RANGE
OF BENEFITS

BENEFITS

School-specific salary scale which recognises the qualifications, skills and experience of the candidate.

Fee remission.

Membership of group personal pension scheme with life assurance cover for non-teaching staff.

Learning and development opportunities.

Outstanding subject facilities.

Access to Employee Assistance Programme (EAP).

Free lunch during term time, when working hours permit.

Limited free car parking on site.

Enhanced sickness and family friendly policies.

On site Fitness sessions for a small fee.

Strong tradition of on-going financial investment and development.

Opportunities to travel the world through domestic and international trips and tours.

Library facilities open to all.

Staff Social Committee.

Warm and engaging working environment and an excellent staff room.

Access to a staff discount platform.



JOIN US

APPLICATION

Applications will be considered on arrival and the School reserves the right to interview and appoint before the closing date

LOCATION

Full details are available at www.swps.org.uk/contact-us

By Road

The school is conveniently situated on the A320 between Staines and Woking, with easy road access and Junction 11 of the M25 is within a few minutes' drive of the school

By Rail

Chertsey Train Station is a five minute walk away from the school





SIR WILLIAM PERKINS'S
SCHOOL

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