



St Dunstan's  
College

## HR Administration Officer *Recruitment Information*

Employment Status

Required From

Job Location

Application Closing Date

Interviews

**Full Time, Permanent**

**As soon as possible**

**Stanstead Road Site**

**16.00, Thursday 17 January**

**Friday 25 January**





# WELCOME TO ST DUNSTAN'S COLLEGE

Welcome to St Dunstan's!

We are very proud of this community and believe we offer something genuinely different and exciting for the families and staff who join us. Our Lewisham setting allows us the privilege of working in a diverse and vibrant school that, combined with our co-educational ethos and smaller size, engenders a culture that genuinely cherishes individuality and celebrates open-minded thinking.

Underpinned by a liberal, Christian heritage, we deliberately embellish the values embodied by St Dunstan, using the life of that great polymath to guide our own educational narrative. We are a dynamic institution, encouraging creativity and innovation in all we do. We want all our pupils to embrace the richness of the broad and cutting-edge education we offer here and our staff to be excited by what we are able to provide for the children under our care.

As a Nursery to Year 13 College, we pride ourselves on genuinely knowing our children and families, and we hope that everybody who joins us will feel an important part of this exciting community.

Mr N Hewlett  
**Headmaster**



# ST DUNSTAN'S COLLEGE

The history of St Dunstan's College can be traced back to 1408, making it one of the oldest schools in the country. It still retains strong links with the City of London, from where it originated. For the last 130 years the College has been located in Catford, within the Borough of Lewisham, in South East London. The location of the College is a key element in defining its identity and the College is proud of its reflection of the diverse and vibrant community in which it is located. The Headmaster is a member of HMC (The Headmasters' and Headmistresses' Conference) and the Head of the Junior School a member of IAPS (The Independent Association of Prep School Heads). The College Leadership Team, chaired by the Headmaster, consists of the Bursar, the Head of Junior School and the Deputy Heads of Senior School. Admission to the College is competitive at all entry points.

St Dunstan's has a truly coeducational ethos, following the admission of girls in 1994, for over 940 pupils aged from 3 to 18 years. The Pre-preparatory Department was established in 1995 and a Nursery followed in 2008. Both now form part of a flourishing Junior School which sits within the College site and, by extension, is an essential component of College identity. Most Junior School children transfer on to the Senior School as a natural transition. Parents like to commit to the whole-College 'family' and a large proportion of parents have more than one child at the College. The social life of the College is therefore an important feature of its ethos and our 'Friends of St Dunstan's' is as important in name as it is in what it achieves.

The College has enjoyed considerable development and refurbishment over recent years, with an investment of several million pounds and a significant programme of capital works planned for the next few years. The relatively recent acquisition of 30 acres of playing fields, just 500 metres away from the College buildings, provides an exciting opportunity for further development on both sites.

The size of the College is small compared to many of its competitors, offering all pupils cohesive community that celebrates individual talents, strengths and approaches to learning and development within a friendly, inclusive and nurturing environment. The diversity of the College is furthered by the inclusion of international students from a whole range of different countries around the world. The College has a particularly special link with Hangzhou, China. The ethos of the College is welcoming, without pretence, and draws upon the liberal Christian values of its foundation. Relationships between all members of the community are based upon mutual respect and this is well embedded. St Dunstan's is a happy place in which to learn and teach, where great careers are launched and genuine friendships are forged.



# THE DEPARTMENT

The Human Resources (HR) Department at St Dunstan's Educational Foundation provides a highly effective and efficient administrative function to all staff, including the provision of guidance and support on key employment issues such as; recruitment and selection, pay and restructuring, employee relations, learning and development, employee benefits and absence management.

## THE JOB DESCRIPTION

### **Staff Recruitment**

- Assisting with advertisements for all Foundation vacancies.
- Responding to all email and telephone enquiries from job applicants and agencies.
- Processing job applications received and assisting with the organisation of interviews including scheduling.
- Meeting and greeting interview candidates as required.
- Requesting references for all applicants shortlisted for interview.
- Verification of all references received.
- Assisting with the Single Central Record (SCR) as required.
- Processing online DBS applications.
- Assisting with staff induction programmes as required.

### **Management of staff records**

- Maintenance of personnel files ensuring filing is completed in a timely manner

- Maintenance of staff data on BlueSky (Appraisal System).

### **Supporting Systems for Staff Welfare**

- Ensuring all absences are recorded correctly in the HR MIS and the correct return to work documentation completed.

### **Other**

- Administrative support for all HR matters.
- Routine daily tasks, for example, sorting the post, answering the telephone, diarising meetings, preparing and issuing standard letters.
- Continual CPD training and development for the better fulfilment of the role and keeping abreast of changing legislation and statutory requirements.
- To undertake any other duties and responsibilities as determined by the HR Manager or Director of HR and Finance.

# PERSON SPECIFICATIONS

The following personal qualities and skills, experience and qualifications are essential/desirable:

	Essential	Desirable
<b>Personal Qualities and Skills</b>		
Highly effective, organised and effective administrator	X	
Excellent interpersonal skills	X	
Enthusiastic, conscientious and hardworking	X	
Discretion and the ability to keep information confidential at all times	X	
Excellent IT skills, including Microsoft Office, and web based information <i>Candidates will be tested on these skills at interview</i>	X	
Ability to work in a calm and logical manner and to multitask in a busy environment	X	
Ability to prioritise own work, and use own initiative in order to manage conflicting deadlines, without supervision	X	
Awareness of safeguarding requirements and good practice within an educational setting		X
A flexible approach to work and the ability to work out of hours as required	X	
<b>Experience</b>		
Experience of record-keeping and organisation of paper records	X	
Experience of working within a school administration environment		X
Experience of working in an educational or charity environment		X
Generalist HR experience		X
Experience of working with an HR MIS or HR Database <i>Candidates will be tested on these skills at interview</i>		X
<b>Qualifications</b>		
GCSE (or equivalent) grades A-C in English and Maths	X	
CIPD qualified or working towards this		X





# THE PACKAGE

<b>Salary:</b>	£23,000 - £25,000 (depending on qualifications and experience)
<b>Pension:</b>	ISPS Defined Contribution Scheme (DC)
<b>Annual Leave:</b>	20 days (25 after three years) plus four additional days taken over Christmas
<b>Benefits:</b>	<ul style="list-style-type: none"><li>Tuition fee remission* (25%)</li><li>Private Health Care Insurance (50% paid by employer)</li><li>Free lunch and beverages during term time</li><li>Free off road parking</li><li>Reduced health club membership</li><li>Salary Sacrifice Schemes</li><li>Season Ticket Loan</li><li>Free winter and summer social events</li><li>Annual flu immunisation</li><li>Use of College leisure facilities including gym, tennis courts and pool*</li></ul>

\* Conditions apply

