



SURBITON

HIGH SCHOOL

Job Description

Job Title:	HR Administrator Apprentice
Job Purpose:	A generalist HR Administration role, providing support to the HR Team
Reporting Line:	Director of HR
Start Date:	1 September 2025
Tenure:	Fixed-term 18 - 24 month Apprenticeship contract in the first instance Full time, Monday to Friday, 37.5 hours per week, with day-release one day per week to attend college (Level 3 HR Support Apprenticeship, fully funded by the School)
Remuneration:	United Learning Apprenticeship rates - £15,015 to £16,029 per annum

Join a dynamic and supportive team where no two days are the same. You'll gain hands-on experience across the full employee lifecycle, supporting essential HR and recruitment processes while making a real impact on the working lives of our staff.

As an HR Team member, you'll be central to creating a welcoming, well-organised, and compliant working environment where staff feel supported from day one. This is a great opportunity to start your HR career in a fast-paced, high-impact educational setting, with plenty of scope to learn, grow, and contribute meaningfully to a team that puts people at the heart of everything we do.

What you'll be doing:

- Providing generalist HR support for the Team, helping to implement HR policies and ensure smooth day-to-day HR processes across the School.
- Helping to bring recruitment campaigns to life – from advertising roles and coordinating interviews to warmly welcoming candidates and guiding them through their day.
- Creating well-organised interview packs and providing prompt, professional post-interview follow-up, including candidate feedback and document handling.
- Maintaining accurate, up-to-date records by managing employee files (both paper and digital) and updating key HR systems, including iTrent and iSAMS.
- Playing a crucial role in safeguarding and compliance for new starters – conducting ID and DBS checks, requesting references, and supporting the team to ensure all required documentation is in place.
- Assisting with onboarding, probation tracking, absence management, and leave monitoring to support staff wellbeing and performance.
- Drafting professional HR documentation, including contracts, letters, and reference responses using established templates.



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- Capturing key discussions by typing meeting notes and minutes, and supporting internal communications with timely, accurate admin support.
- Being a friendly and reliable point of contact for staff and stakeholders – whether it's over email, phone, or in person.
- Keeping departmental spreadsheets updated and assisting with ad hoc HR tasks to ensure nothing slips through the cracks.
- Carrying out any other duties that may be reasonably requested.

Person Specification

The successful candidate will be likely to fit the following profile:

Qualifications

- This is an entry level apprenticeship position
- Minimum of 5 GCSEs (grade C/4 and above) required, to include English and Mathematics
- Willingness to work towards a CIPD qualification, which will be funded by the School. You will not be eligible for this programme if you already hold a Level 3 or higher qualification in a similar subject area.

Skills and Abilities:

- Strong attention to detail
- Excellent command of the English language, both spoken and written
- Ability to communicate concisely and sensitively both orally and in writing
- The ability to inspire and support colleagues
- Evidence of strong organisational and administrative skills
- Proficient IT skills, including knowledge of Microsoft Office (Word, Excel, Outlook)

Personal Qualities

- A commitment and passion to follow a career in HR
- A willingness to learn and a dedication to own professional development
- High levels of personal and professional organisation, integrity, discretion and confidentiality
- Enthusiastic, energetic, positive and able to self-direct
- Ability to stay calm under pressure and work to deadlines
- Commitment to the use of current and emerging technologies to enhance the administration of the School
- A passion for excellence
- Willingness to engage in the life of the School community in order to support our vision and values



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To Apply

Please apply online via the link on the TES or our School [website](#)

Closing date for Applications:

Midnight, Tuesday 1 July 2025

Interviews to be held week commencing:

7 July 2025

*Please note that the School reserves the right to appoint at any stage during the recruitment process.
For any queries relating to the role or your application, please email recruitment@surbitonhigh.com*



The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Contributory Pension Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



About Surbiton High School

We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.

Surbiton High School is a friendly, vibrant and ambitious community where people matter, results count and where passion for excellence drives everything we do. We are a school with a real heart and soul, where we look beyond the A* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1,600 pupils aged between 4 and 18. Our Preparatory Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.



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We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to remain a leading school of choice rated 'excellent in all areas' by ISI 2023.

Read more on our website: www.surbitonhigh.com

Additional Information

Equal Opportunities

Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.

In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.

Eligibility for Employment

Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.

Choice of Referees

We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.



United Learning

INSPIRE | ENCOURAGE | EMPOWER



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United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.