

Closing date:

21 February 2025

*We reserve the right to appoint before this
deadline and encourage early applications.*

Information pack for the role of **Human Resources Administrator**

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About the role

We are looking for a personable and driven HR Administrator to join the HR team at City of London School. Working as part of our busy HR team, this is a great opportunity for someone wishing to develop a career in HR as although the role has an administrative focus, it will give you exposure to a wide range of HR issues and processes.

The successful candidate will be an experienced HR administrator/assistant and self-starter with good data processing skills, experience of implementing and improving administrative systems and coordinating administrative processes for a busy team. The successful candidate will also need to have some experience of recruitment and be keen to further develop their skills and knowledge in this area.

We are looking for an individual with excellent attention to detail, time management skills, and strong organisational and communication skills.

A working knowledge of regulatory requirements in relation to KCSIE, Disclosure and Barring and other School or HR statutory requirements is highly desirable.

Role: **Human Resources Administrator**

Salary: **£31,120 - £34,180 per annum (pro-rated £26,048 - £28,609)**

Contract and Hours: 35 hours per week, Monday - Friday
Term time only, plus two weeks

Summary of duties

- To ensure the School's compliance with the requirements of the Independent Schools Inspectorate; specifically, in relation to the Single Central Register; the requirements of the Department of Education, the Disclosure and Barring Service, the Safeguarding and Immigration Act 2014, Keeping Children Safe in Education and any other relevant regulations that may be introduced.
- To support the Senior HR Officer and HR Officer in providing a comprehensive and effective HR Service to City of London School. To be responsible for an effective and timely administration of HR procedures and ensuring all matters are dealt with appropriately in accordance with the City of London practices and procedures.

See page 3 for full details of the job description.

We understand that for boys to thrive they must be happy. It is why we cherish individuality, shun stereotypes, and encourage every pupil to be the very best version of themselves. With a vibrant, multicultural city on our doorstep, we draw strength from difference, recognising that diverse perspectives can help answer big questions.

As a result, every member of our community is keenly aware of their responsibility and capacity to make a difference. We ensure our pupils are ready for the rapidly changing demands of the coming decades. This shows in our commitment to academic excellence and in our restless curiosity and desire to improve in everything we do.

We aim always to provide an education in the broadest sense, combining academic excellence with exceptional pastoral care, framed by an outward-looking and forward-thinking approach. We also strive to make that education available to as many talented boys as possible, through transformational bursaries for those who may not otherwise be able to afford the fees.

Strategic Aims

Kind - We understand how excellent pastoral care underpins every achievement. We support and help to develop our pupils' health, happiness and well-being so that they can succeed at school and beyond. We nurture self-development and self-awareness so that every member of our community can become the best version of themselves. Every person has equal value, and we treat others as they would like to be treated. We have empathy for others – at school, in our community and in wider society. Our relationships are warm, honest and supportive.

Aware - There is strength in difference. Reflecting the multicultural city on our doorstep, our pupils and staff embrace and celebrate diverse voices, recognising that they improve their understanding of the world. We nurture a deep-seated sense of social responsibility. Our pupils know that there are others less fortunate than they are and strive to make a positive difference at school and beyond. We are active partners. We have a strong relationship with the City of London Corporation and the other City Schools, including the City of London School for Girls. Our wider community makes us powerful. We are enriched both by an extensive programme of transformative bursaries and by our collaborations with schools, businesses, arts organisations, and many other partners across London.

Ready - We are unashamedly academic. Our teaching is rigorous and exceptional, and our teachers challenge pupils appropriately and sensitively, so that they can thrive in university, work and life. We stimulate curious minds. Our boys have a restless inquisitiveness and lifelong joy of learning which equips them for a fast-changing world. Our staff strive constantly to adapt and develop their practice. We explore our passions and encourage our pupils to discover what excites and inspires them. It helps them become rounded people, well placed to forge their own path through life. We shape the future. Our boys combine kindness, respect and curiosity to become the leaders of tomorrow, creating positive change in our society. .

Job Description

Job title:	Human Resources Administrator
Department:	Human Resources
Salary:	£31,120 - £34,180 per annum (pro-rated £26,048 - £28,609)
Location:	City of London School, 107 Queen Victoria Street, London, EC4V 3AL
Responsible to:	Head of HR Operations
Responsible for:	N/A

Purpose of Post

To ensure the School's compliance with the requirements of the Independent Schools Inspectorate; specifically, in relation to the Single Central Register; the requirements of the Department of Education, the Disclosure and Barring Service, the Safeguarding and Immigration Act 2014, Keeping Children Safe in Education and any other relevant regulations that may be introduced. To support the Senior HR Officer and HR Officer in providing a comprehensive and effective HR Service to City of London School. To be responsible for an effective and timely administration of HR procedures and ensuring all matters are dealt with appropriately in accordance with the City of London practices and procedures.

Main Duties & Responsibilities

Human Resources

- Assist with all pre-employment checks for permanent, fixed-term, casual and volunteer posts within the School and manage the onboarding process in line with the School's policies and procedures.
- To be responsible for managing the probation process with the support of the HR Officer. The probation process consists of providing procedural advice to managers, emailing managers with the probation review dates and relevant documentation and inputting relevant information where required.
- Data Input of the Single Central Record with the support of the Senior HR Officer in line with ISI Regulations.
- To be responsible for all administrative duties within the HR section including supporting the Senior HR Officer and HR Officer in all administrative duties AND undertake any other duties as requested.
- To administer DBS records for all staff and volunteers, carrying out Update Service checks as appropriate, checking and verifying supporting documents and maintaining the Single Central Record.

- To ensure DBS's are retained in line with the School's policies and disposed of appropriately.
- To input all Teaching sickness absences on iTrent and providing procedural advice under the direction of the Senior HR Officer.
- To be responsible for inputting all types absences on iTrent, e.g. special leave requests, unpaid leave.
- To maintain the school system (iSAMS) and HR system (iTrent/SCR) including administering all staff records. This will also include liaising with the relevant staff involved in the onboarding and offboarding processes. Ensuring the systems are always up to date and all records are compliant with the Corporate and School's policies.
- To be responsible for providing accurate starter and leavers details to the Operations Administrator and support producing the termly CALFIX as required.
- To be the lead administrative support in recruitment on teaching vacancies, which includes; raising PO's, placing adverts on the school website & external publications, inviting candidates to interview, greeting candidates, photocopying candidate documentation at interview, escorting candidates during interview days and any adhoc requests directed by the Senior HR Officer and Hiring Manager.
- To collaboratively work with other departments to ensure all staff training data (e.g. Safeguarding Induction, CoL New Starter Induction courses, Safer Recruitment) is inputted and maintained locally within HR.
- To maintain an up-to-date library of job descriptions and person specifications for staff posts (non-teaching, teaching and additional responsibility roles) within the School.
- To support the management of the HR inbox, and flagging or escalating urgent emails where necessary to the Senior HR Officer.
- To be responsible for keeping all HR files and records up to date and secure, dealing with confidential material with integrity and tact. Maintaining employee

files; creating new staff personnel files and ensuring all documentation has been received and stored correctly, processing leavers folders and ensuring all hard files are moved to the correct filing cabinet and all soft files are moved to the correct folder.

- To administer payroll duties under the direction of the Senior HR Officer in line with payroll deadlines.

General

- To be undertake any other duties as and when required by the Head, Bursar, Senior Deputy Head and Director of People commensurate with grade and experience.
- To be responsible for safeguarding and promoting the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will always be to adhere to and ensure compliance with the school's Child Protection Policy Statement. If while carrying out the duties of the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the Second Master.
- To actively seek to implement the City of London Corporation's Equal Opportunity Policy and the City of London Corporation's objective to promote equality of opportunity in relation to the duties of their post.

Person Specification

Experience Required

- Experience of working in recruitment and/or HR
- Ability to pay close attention to detail and maintain a high standard of work during busy times, following up on enquiries and / or directing to appropriate HR teams
- Ability to work proactively and resolve issues as they arise
- Ability to deal with confidential data and sensitive issues
- Excellent interpersonal skills with experience of dealing with staff at all levels

Technical Skills & Knowledge

- Educated to GCSE standard or equivalent
- Some understanding of regulatory requirements in relation to KCSiE, Disclosure and Barring and other School or HR statutory requirements.
- Good knowledge of Microsoft Office programmes including Word, Excel & Outlook

Other Requirements

- Understands who our customers are providing a polite, courteous, friendly, and respectful service to applicants/candidates/internal parties through all forms of communication.
- Follows up on promises made to customers, i.e., following up on initial enquiries, directing queries to appropriate department.
- Quickly resolves problems or customer complaints, referring to the appropriate person as required.

Other reasons to work with us

Health and Wellbeing

- In-house counselling services
- Employee Assistance Programme
- Enhanced paid time off policies (sickness, maternity, paternity, adoption, and shared parental leave)
- Access to Occupational Health Services
- Access to School Swimming Pool (set hours)
- Staff Activities and Clubs (Running, Yoga, Pilates, Netball, Football and more!)
- Corporate Gym Discount with Anytime Fitness
- 24 days annual leave and increasing with continuous service plus bank holidays.
- Hybrid / Flexible Working (role-dependent)

Financial benefits

- Annual Season Ticket Loans via Abellio
- Interest free Bicycle Loan (up to £1,000)
- Cycle 2 Work Scheme via Halfords
- Childcare Voucher Scheme

- Childcare Affordability Scheme
- Up to 40% discount with Hatching Dragons Nursery
- Cheapside Privilege Card (local offers and discounts)
- Up to 25% discount off an O2 Refresh Airtime Plan.
- 21.6% LGPS Employer Contribution (2020-21 figure)

Training and development

We are committed to supporting staff development. There are three staff training days throughout the year plus our appraisal scheme helps support staff in developing their ideal role through training programmes and courses.

Staff also gain access to the City Learning online training and development system, which can be accessed from any mobile device.

Recognised employer – Continuous service

City of London Corporation is a recognised employer as part of the Local Government Modification Order – we acknowledge continuous service to those working within Local Government. Your entitlement to certain contractual benefits with the City Corporation (e.g. annual leave, sick leave, maternity leave) is

related to the length of time you have been employed by the City of London Corporation and/or other public bodies covered by the Redundancy Payments (Local Government) (Modification) Order 1999.

Disability Confident Employer

The City of London Corporation is committed to creating a culture where everyone's opinion and views are heard. Where employees can bring their unique self to work and excel in an environment that encourages different perspectives and experiences to be shared.

We are Disability Confident Employers and members of Stonewall's Diversity Champions programme and have recently completed an equality and diversity self-assessment process to assess compliance with the Public Sector Equality Duty. In 2019-20 we also undertook a public consultation on gender identity and, as a result, put in place a new Gender Identity Policy. We also actively host events like our Eid Dinner, Black History Month and Pride Month, which are vital in promoting the values we all share.

London Living Wage Employer

The City of London Corporation is an accredited Living Wage employer, which ensures all employees are paid (as a minimum) the annually calculated London Living Wage hourly rate.

How to Apply

All applications must be completed by following the instructions on the City of London School website vacancies page:
www.cityoflondon.school.org.uk/vacancies

Closing date: **9.00am 21 February 2025**

We reserve the right to appoint before this deadline and encourage early submissions.



City of London School and City of London School for Girls are committed to safeguarding and promoting the welfare of young people and requires the same commitment from all their staff.

Appointments are subject to satisfactory references, the receipt of an enhanced Disclosure and Barring Service certificate, medical clearance, confirmation of the right to work in the UK and overseas police checks where necessary. The schools undertake further checks as necessary including prohibition from teaching and management checks. This post is exempt from the Rehabilitation of Offenders Act 1974.

We welcome applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake.

