



St Dunstan's
— College —

PEOPLE OPERATIONS ADMINISTRATOR

Employment Status: Full Time (Permanent)

Application closes: 0900 Monday 29th September 2025

Longlist Interviews on Teams: Thursday 2nd October 2025

Shortlist Interviews Onsite: Tuesday 7th October 2025

Welcome to St Dunstan's Education Group

St Dunstan's Education Group is a growing group of coeducational schools serving approximately 1500 children aged 2 – 18, based in the vibrancy and diversity of south-east London. Remaining true to the founding principle of St Dunstan's College that the school should be 'ahead of the current time', St Dunstan's today is known to offer an ambitious and forward-thinking education that trailblazes in the Sector by thinking differently about how young people are educated for an uncertain future.

St Dunstan's is a thriving educational community. St Dunstan's College was named Coeducational School of the Year in 2020, Senior School of the Year 2022 and Most Progressive School in London in 2023. In the summer of 2024, it was one of the 50 best performing independent schools in the UK for our A Level and GCSE results and was in the top 100 schools in the UK as listed in the Times Parent Power league table. In 2023 Rosemead became one of the first prep schools in the UK to receive a significant strength from the Independent Schools Inspectorate and later that year St Dunstan's College became the one of the very first schools to receive two significant strengths for its role in EEDI and the progressive nature of the curriculum. In 2024, Rosemead won the prestigious ISA award for Equality, Diversity and Inclusion.

Responding both to significant growth in market share and the political and economic headwinds within the sector, St Dunstan's is committed to a strategy of growth and diversification of income. The College has undertaken a radical development of its estate to expand its pupil roll, firstly through the acquisition of the Jubilee Ground, a 15 acre site for community and sporting activity, just minutes from the school, and then through a 30 million pound building programme, including the development of a new STEM Centre, Junior School, Sixth Form Centre and Performing Arts Hub. An ambitious and creative masterplan for the development of our site has now been finalised and will underpin the rolling programme of works planned for the next 10 years, including our ambitions to be a carbon-zero charity. The decision to evolve into a larger educational group began with the merger with Rosemead Prep School, Dulwich, in 2023, with this presenting many new opportunities for staff and pupils, and it is set to grow further in the next 12 months.

Many of the decisions that St Dunstan's has taken in recent years have been trailblazing for the Sector. St Dunstan's College was one of the first schools in the country to introduce a Centre of Wellbeing, to cater for pupil mental and physical health. We introduced a gender-neutral sporting programme, recently culminating in signing a partnership with Chelsea football club. Our Additional curriculum, of our own design, deliberately seeks to educate young people in the life skills they will require for the future – our work undertaken on toxic masculinity, pornography and race have all been widely covered by the national and educational press. Underpinning our entire educational narrative is a commitment to a renaissance education – a broad, balanced and liberal education that helps young people develop the toolkit they will require to thrive in the future.

The diversity of our south-east London location is perhaps our biggest asset, allowing us to cultivate an environment that nurtures individuality. As one of the most socio-economically and culturally diverse areas in the UK, ours is a school that actively shuns entitlement and arrogance and rather develops well-rounded, grounded young men and women who have the soft skills to thrive in tomorrow's world.

We attempt to define the St Dunstan's Difference as follows:

- Trailblazing a forward-thinking independent education since 1888
- Promoting high achievement without arrogance
- Championing individuality, diversity and equality – *albam exorna!*
- Developing values through a broad and liberal education supporting wellbeing as central to success
- Growing ambitious and imaginative partnerships
- Providing life-enriching opportunities to our local community infusing social conscience and ethical thinking

Working for St Dunstan's

We seek to be the employer of choice in the Sector, with staff wanting to work at St Dunstan's as a consequence of its clarity of purpose and vision, our unique identity and reputation, and a sincere commitment to staff development, creativity and voice, wellbeing, diversity and equality, and a culture of trust and transparency. Some of the benefits* of working for us include:

- 25 working days annual leave entitlement as holiday during each School holiday year period which runs from 1 September to 31 August (Professional Services) plus Christmas closure days (subject to School discretion and may vary year to year)
- Tuition fee remission and no registration fees
- Private Health Care Insurance (50% paid by employer) with reduced health club membership
- Health care cash plan
- Free lunch and beverages, during term time
- Free off-road parking
- Salary Sacrifice Schemes
- Season Ticket Loan
- Free winter and summer social events
- Annual flu immunisation
- Use of College leisure facilities including gym, tennis courts and pool
- Discounted School Uniform
- Workplace Nursery Scheme

*conditions apply

Our Commitment to Safeguarding Children

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers, checks relating to prohibitions, sanctions and restrictions on teaching and the Disclosure and Barring Service (DBS) with children's barred list check. The School will carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application. The safeguarding responsibilities of the post include promoting and safeguarding the welfare of children and young persons for whom they are responsible for or with whom they come into contact with. All staff are required to adhere to and ensure compliance with the School's safeguarding and child protection policies and procedures at all times and to complete appropriate training.

In the course of carrying out their duties 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 Safeguarding Lead, or in relation to concerns regarding a member of staff, the Head.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Further information and copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the People Operations team.

THE ROLE

The People Operations Administrator will support the People Operations team in delivering a professional service by providing high quality administrative support in relation to all aspects of the Employee life cycle, and across all Schools within St Dunstan's Education Group. The Group currently operates three sites: St Dunstan's College, Rosemead Preparatory School and Nursery (70 Thurlow Park Road Dulwich, London SE21 8HZ), and St Christopher's The Hall (49 Bromley Rd, Beckenham BR3 5PA)

The post holder will have contact with all staff from across the School group, but will work closely with the People Operations team and Finance department and hiring managers.

This role is based at St Dunstan's College and the post holder will be required to work across sites within the St Dunstan's College Group and at other locations.

THE DEPARTMENT

This is an exciting time to join our newly formed team as we develop and implement a progressive People Plan and pivot from a more traditional HR/admin function to a People Operations Team which puts the employee at the heart of what we do through effective employee engagement and management.

We're a friendly, supportive, and close-knit team that genuinely enjoys working together. We value collaboration and diversity, and we're committed to creating an inclusive environment where everyone feels respected, heard, and empowered to thrive. Whether we're solving challenges, sharing ideas, or just having a laugh over coffee, we've built a culture where people can bring their whole selves to work.

Led by the Director of People, the team consists of the following roles who support the HR needs of the three schools within the St Dunstan's Education Group:

- Head of People Operations
- People Partner
- Recruitment Partner
- People Operations Administrator x 2

THE PACKAGE

Salary	S3 £31,823 - £38,186 as per our September 2025 pay scale
Hours of Work	37.5 hrs/week between the hours of 0800 and 1730
Pension	ISPC (DC)*



JOB DESCRIPTION

Duties

- To act as a first point of contact for all queries, including those received by email, ServiceDesk, face to face and by telephone, ensuring that all internal and external customers are dealt with promptly, professionally and given accurate information.
- Pass more complex queries to the People Partner or Head of People Operations as appropriate.
- Respond to straightforward policy and process queries, providing appropriate advice and guidance in line with Group policy, ensuring that urgent items are prioritised and that any issues are highlighted and resolved as quickly as possible; escalate to the People Partner or Head of People Operations as appropriate.
- To ensure hard and soft records are appropriately filed, accurate and kept up to date particularly in relation to recruitment and onboarding, pre-employment checks, qualifications, staff development, payroll, change management and leavers.
- Ensure all pre-employment checks are completed in line with regulatory requirements and maintain the Single Central Record (SCR).

Recruitment and Onboarding

- Assist with the co-ordination of recruitment campaigns, including uploading recruitment adverts onto College group websites and other websites, arranging and sending candidate's assessments and interview invites.
- Maintain accurate records on applicants and interest in each post, ensuring that the data is maintained to give us a clear picture of the diversity of candidates that we are appealing to.
- Undertake all other administrative tasks related to the recruitment process including producing shortlisting and interview packs for panels.
- Administer the process for new employees, for example; prepare contracts, offer letters and conditional offers of employment.
- To carry out all pre-employment checks (including DBS, right to work, references, health clearance, barred list checks) and ensure that other onboarding related information is collected and recorded as appropriate.
- Support the induction of new employees and workers and liaise with Line Manager's to ensure they are aware of their responsibility in the induction process.
- Support the administration of the probation process ensuring Managers know when review meetings need to take place.

Staff Development

- Assist as needed with the administration for staff training and development including booking courses, catering, rooms, etc. and liaising with staff and training organisations and supporting the organisation of Inset events.
- Assist with the administration of staff benefits.
- Support the administration of the Appraisal process.

HR Database and Reporting

- Support with maintaining the accuracy of the HRIS (Access SelectHR) by inputting starters and leavers information, contractual amendments, change of details, annual leave and recording of sickness and other leave on Access SelectHR as required.
- Assist in the production of appropriate records from Access SelectHR for the purpose of auditing and monitoring employee data as required.

Leaver Administration

- Ensure resignations are acknowledged in a timely manner, the Line Manager is aware of the process and any outstanding annual leave is calculated in accordance with the employee's terms and conditions.
- Ensure exit interviews are conducted for all staff either face to face or electronically and that information is properly recorded.

General

- Attend meetings and events, including taking notes and preparing paperwork as required. Support the department in reviewing processes and implementing changes to improve efficiency.
- Maintain high standards of professionalism, fairness, and consistency in the treatment of all staff and candidates.
- Ensure staff data is treated in accordance with GDPR legislation, always ensuring confidentiality. Support the Director of People in the delivery of the People Plan.
- To attend relevant training and meetings as required.
- To be committed to Continuous Professional Development (CPD).
- To contribute to the effective management and promotion of equality, inclusion and diversity and safeguarding.
- To work in accordance with GDPR, the Health & Safety at Work Act and the College's Safeguarding and Prevent policies, ensuring the College is a safe environment for staff, students and visitors.
- To work at all times in accordance with the College's policies and procedures.
- To carry out such duties as may be required from time to time by the college that are appropriate to the grade of the post.

PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	Essential	Desirable
Qualifications/s and Training		
Educated to Level 3 (A Level or equivalent) or above and GCSEs (or equivalent) in English and Maths at grade C or above	X	
CIPD Level 3 Diploma		X
Experience		
Proven significant administrative experience in a complex and busy organisation and within a highly regulatory environment	X	
Administrative experience within an HR department	X	
Experience of working within Schools		X
Skills and Knowledge		
Excellent verbal and written communication skills, with the ability to communicate appropriately with different audiences and prepare correspondence	X	
Excellent IT skills, including MS Office, Outlook, Word, Excel and databases	X	
Ability to identify and prioritise work and to use initiative in problem solving and when dealing with queries	X	

PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	Essential	Desirable
Ability to work to high levels of accuracy with excellent attention to detail	X	
Excellent organisational skills and the ability to meet deadlines	X	
Have a commitment to and be able to demonstrate knowledge of health and safety, safeguarding and equality, inclusivity, and diversity as appropriate to the post	X	
Able to work both independently and as part of a team	X	
Understanding of HR processes and experience of using an HRIS	X	
Knowledge of recruitment and staff development administration.	X	
Knowledge of best practice and HR and its application	X	
Personal Qualities		
Excellent interpersonal skills with an ability to establish good working relationships with particular emphasis on excellent customer care	X	
Ability to deal sensitively, discretely and in a tactful manner with job applicants, staff and others	X	

