



Mill Hill
EDUCATION GROUP

HR & Recruitment Administrator

Candidate Information Pack

Instilling values, inspiring minds

INTRODUCTION

The HR / Recruitment Administrator will provide comprehensive administrative support across both the Recruitment and Human Resources functions, ensuring the smooth and efficient delivery of our HR services. This role will act as the first point of contact for HR queries from schools, staff, and managers, providing timely and professional support. The post holder will also provide cover for the Recruitment Manager and HR Systems Specialist when required, ensuring continuity of service across the HR team.

Closing date for applications: 9:00am on Tuesday 9 September 2025.

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Key facts about the role:

Contract Type

PERMANENT PART-TIME
30 HOURS PER WEEK

Location

WALKER HOUSE

Benefits

PENSION
ON SITE GYM
ONSITE PARKING

Reporting to

HEAD OF HUMAN
RESOURCES

Salary

UP TO £25,000 PER
ANNUM FOR 30 HOURS

Mill Hill Education Group

A charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School in 1807. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.



Job Description

Responsibilities:

HR Administration

- Act as the first line of HR support for schools, staff, and managers, responding to routine queries in a professional and timely manner.
- Maintain accurate and confidential employee records, ensuring compliance with data protection requirements.
- Support HR processes including onboarding, contract preparation, absence management, and employee changes.
- Assist with HR policy implementation, providing guidance and directing staff to the appropriate policies and procedures.
- Prepare letters and HR documentation as required.
- Ensure the SCR is up to date with additional employment checks when changes to roles are made.
- Assist with the co-ordination and administration of the annual performance management cycle, as required.
- Respond to HR queries received via the HR shared mailbox, providing timely and accurate resolutions.
- Produce ad hoc HR reports from iTrent/SCR as required.
- Process and update the four systems with starters, leavers and other changes to employee information.
- Assist with the TUPE process during the onboarding of new schools.
- Create new positions and maintain the organisational structure within iTrent.
- Support the annual HR systems “clean-up” process to ensure data accuracy.
- Liaise with payroll to investigate and resolve pay discrepancies, ensuring timely corrections.

Recruitment Administration

- Support the full recruitment cycle, including advertising vacancies, processing applications, supporting schools in their interview process, and issuing offer letters and contracts.
- Liaise with hiring managers and schools to coordinate recruitment processes and timelines.
- Ensure pre-employment checks (references, right to work, DBS, medical clearance, etc.) are completed accurately and in line with safer recruitment requirements.
- Maintain accurate recruitment records and ensure compliance with safeguarding standards.
- Add agency and third-party staff to the Single Central Record (SCR) in a timely manner, ensuring employment checks are complete and sufficient.

HR Systems & Data

- Support the HR Systems Specialist in maintaining HR and recruitment systems, ensuring data accuracy and integrity.
- Provide systems cover in the absence of the HR Systems Specialist.

Team Support & Cover

- Provide cover for the Recruitment Manager during absences, ensuring recruitment activities continue seamlessly.
- Provide cover for the HR Systems Specialist, including system administration and reporting.
- Work collaboratively with colleagues to support the overall effectiveness of the HR team.
- Provide minute-taking support for key HR meetings, as required.



Personal Specification

ESSENTIAL

- Previous experience in HR or recruitment administration.
- Strong organisational and administrative skills with excellent attention to detail.
- Ability to manage a busy workload and prioritise effectively.
- Strong interpersonal and communication skills, with the ability to build positive working relationships.
- Proficient in MS Office (Word, Excel, Outlook) and comfortable using HR systems – iTrent an advantage.
- Ability to maintain confidentiality and handle sensitive information appropriately.

DESIRABLE

- Experience working in an education or schools environment.
- Knowledge of HR systems and reporting tools.
- Familiarity with safeguarding and safer recruitment practices.
- CIPD Level 3 (or working towards) or equivalent HR qualification.

Additional Information

- The post holder may be required to travel between school sites.
- A flexible approach to working hours may occasionally be required to meet service needs.
- This role is subject to an enhanced DBS check.



How To Apply

1

If you would like to apply for this role, please complete an application using the Apply button below.

APPLY

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **date 9.00am on Tuesday 9 September 2025.**

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

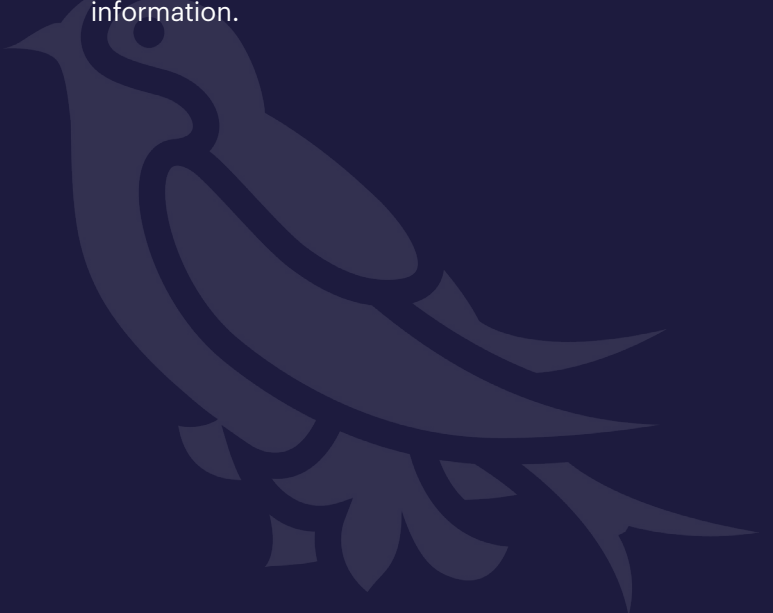
The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The Education Group apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community. Any offer of employment will be subject to satisfactory DBS checks and the production of documentary evidence showing your entitlement to work in the UK.

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.



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Mill Hill
EDUCATION GROUP

The Mill Hill Education Group is the brand name for The Mill Hill School Foundation.

Registered in England: number 3404450

Registered office: Walker House, Millers Close, The Ridgeway, Mill Hill, London NW7 1AQ

Registered charity number: 1064758.
