KENT COLLEGE

CANTERBURY

HR Assistant

WWW.KENTCOLLEGE.CO.UK

KEY APPOINTMENT DETAILS

Job title:	HR Assistant
Reporting to:	Head of HR
Employment status:	Full-time, 3-month FTC, with the possibility of extension.
Job location:	Kent College Senior School
Closing date:	2nd December 2026
Interviews	TBC
Start date:	ASAP

If a pool of suitable candidates becomes available before the closing date, Kent College reserves the right to interview and appoint without further notice.



THE SCHOOL

Situated in Canterbury, just one hour from the centre of London by train, Kent College is a co-educational school with a Methodist foundation. Our Senior School (11 to 18 years) has some 600 pupils, with approximately one-third boarding and two-thirds day. We also have a thriving Junior School (3 to 11 years) with around 200 pupils in total.

Our school enjoys a high reputation for academic standards and across a broad curriculum including Sport, Music, Drama and Art. Academic provision includes A-Level and the IB Diploma for Sixth Form, and GCSE, IGCSE and pre-IB for Key Stage 4. It is ranked among the top 25 schools in the world for the IB and ranks as one of the highest in Kent for adding value to student academic outcomes.

Kent College is a happy and caring community in which the strengths of every individual are recognised and sensitively nurtured; pupils feel supported and encouraged to aim for high standards of achievement and conduct. The school was inspected by the Independent Schools Inspectorate in October 2022 and was found to be Excellent in all aspects. In our most recent ISI inspection (results not yet published) the parent questionnaires reaffirmed the strength of our work with 98% of parents saying their child is happy, and 97% believing their child makes good or excellent progress.

In August 2016, Kent College opened a school in Dubai, and in September 2022, the primary stages of Kent College West Cairo accepted its first students. Summer 2019 brought the opening of a state-of-the-art auditorium, The Great Hall, which seats 600. The Hall is used by the whole school for worship, as a versatile and practical space for our highly regarded Drama and Music departments, and forms the focus for a strong partnership with the Canterbury Festival.



OUR VISION FOR EDUCATION

Kent College is a values-led inclusive community, with a clearly articulated mission statement and a wisely circulated set of aims and values.

Please see these statements as much more than pious platitudes. At Kent College, we genuinely try to live by them.

Education that is focused upon the needs of each individual, developing inquiring and knowledgeable people who understand how to lead happy and fulfilling lives, as compassionate members of a global community, with the skills to play active roles in an inclusive and sustainable future.

OUR SCHOOL VALUES

OPENNESS
embrace equality, diversity and inclusion

RESPECT
value oneself, others, and the world around us

KINDNESS
be considerate and compassionate towards others

ACTING JUSTLY
work for good through service to others

RESILIENCE
build the courage to take risks and to forgive others

AMBITION
engage positively with all learning opportunities

CURIOSITY
inquire actively

HUMILITY
walk humbly



KENT COLLEGE
CANTERBURY

THE DEPARTMENT

We are seeking an enthusiastic and organised HR Assistant to join our friendly and dedicated HR Team at Kent College.

Reporting to the Head of HR, the successful candidate will play an important role in supporting the day-to-day running of the HR function, working closely with colleagues across the College and contributing to an efficient, responsive and professional HR service.

THE ROLE

The key purpose of this role is to provide the school with an effective operational resources service, within the HR Team, and support the day-to-day HR operations, with strong administration skills and a working knowledge of HR and Payroll systems.



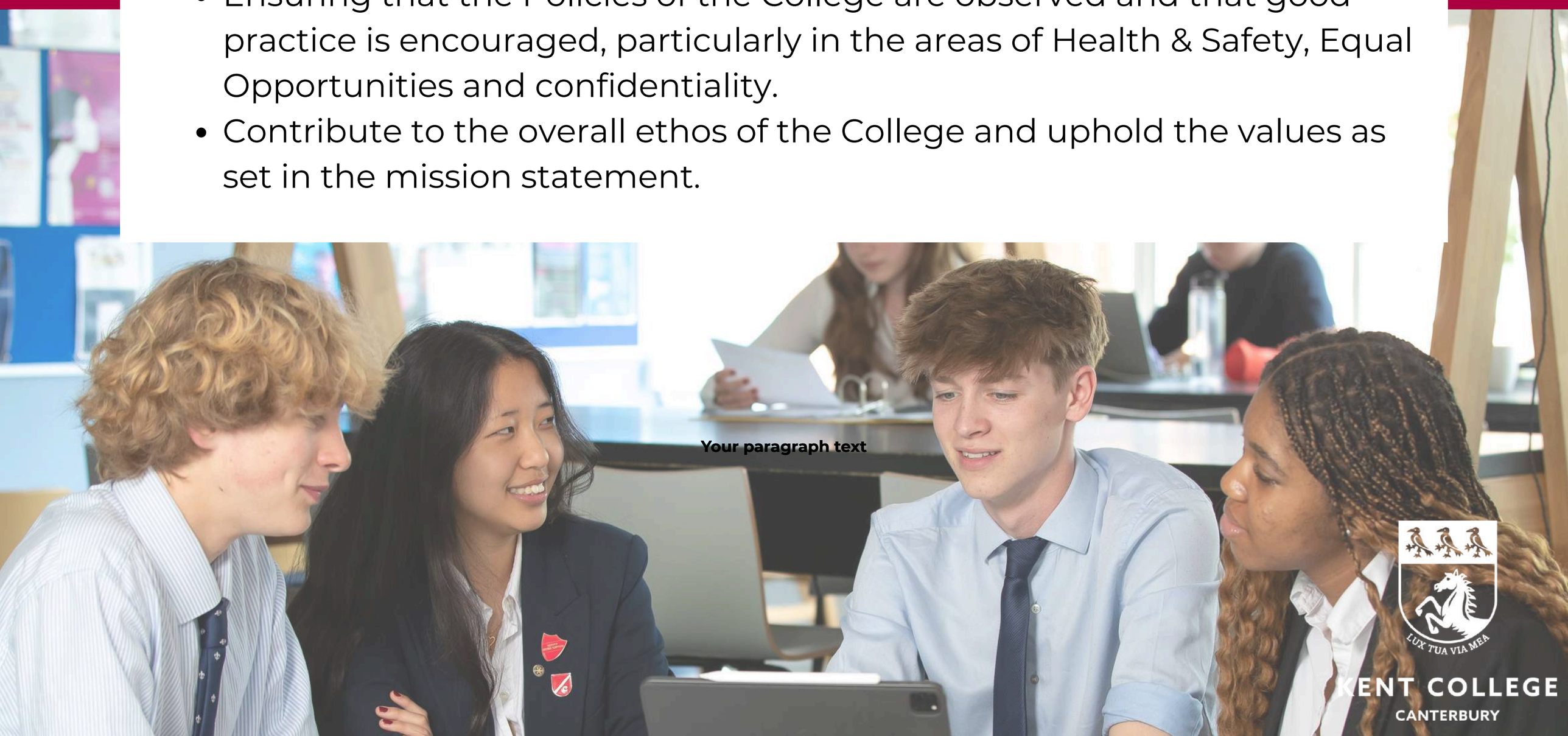
KENT COLLEGE
CANTERBURY

JOB DESCRIPTION

The following lists are not exhaustive but serve as an indication of what the role encompasses.

The HR Assistant will;

- Collaborate with the HR Advisor to post job advertisements and process incoming applications.
- Prepare paperwork for all stages of the recruitment process
- Work alongside Line Managers and the HR Advisor to support and ensure interview processes run smoothly.
- Support with all new starter administration, including drafting offer letters and contracts.
- Carry out right to work checks, ensuring accurate records are maintained.
- Support the HR Advisor with the administration of the Single Central Register (SCR)
- Ensure that correct action is taken and records maintained in the processing of Disclosures through the Disclosure and Barring Service, along with all other checks required to be recorded on the SCR
- Provide administrative support to the HR team
- Maintaining up-to-date and accurate records within the HRIS.
- Assist with formatting and implementation of HR policies and procedures.
- Assisting with payroll, including data inputting of annual leave and absences, new starter and leaver information and post variance changes.
- Support with HR projects, meetings and training workshops.
- Taking minutes at meetings as required.
- Ensuring that the Policies of the College are observed and that good practice is encouraged, particularly in the areas of Health & Safety, Equal Opportunities and confidentiality.
- Contribute to the overall ethos of the College and uphold the values as set in the mission statement.



PERSON SPECIFICATION

Qualification/s and Training	ESSENTIAL	DESIRABLE
Educated to A level or hold an appropriate CIPD professional qualification (Level 3 or above)	X	
Attended relevant courses and training to keep abreast of changing legislation and regulations		X
Experience		
Experience in producing accurate documentation and correspondence	X	
Experience of prioritising workloads, time management and dealing with conflicting priorities	X	
Experience in HR	X	
Experience of working in an educational environment and maintaining a fully compliant single central register		X
Skills and Knowledge		
Ability to demonstrate administrative skills and competence in using Microsoft Office tools	X	
Awareness of Safeguarding requirements and good practice within an educational setting		X
Ability to communicate effectively with internal and external stakeholders	X	
Excellent written and verbal communication skills, with a ‘customer service’ approach	X	
Excellent people skills with an ability to inspire, influence and motivate, building effective relationships at all levels	X	
Excellent organisational skills, with an ability to prioritise where required	X	
Personal and Professional Attributes		
A desire to learn and develop	X	
Flexible in approach and a willingness to respond to changing priorities, whilst remaining resilient and calm	X	
Hard working, professional work ethic, with excellent attention to detail and a desire to deliver high standards	X	
Tact, diplomacy, integrity, and the ability to deal sensitively with confidential information	X	



SAFEGUARDING DUTIES & RESPONSIBILITIES

The successful candidate will need to satisfy the conditions appertaining to a satisfactory DBS check before taking up their appointment. They will be required to complete a medical questionnaire and produce evidence of all qualifications cited on the application form.

Kent College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this committment. The successful applicant will be expected to uphold this duty with regard to all children and young persons for whom they are responsible and with whom they come into contact. All members of staff are expected to abide by the safeguarding policies in place and undertake relevant training.

This role is a teaching or teaching support role involving extensive contact with and responsibility for children.

References will be taken prior to the interview, and one of these referees should usually be the applicants current or most recent employer.

Keeping Children Safe in Education asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

Applications must be made via Kent College's online application system. CVs or details sent directly to us cannot be considered.

EQUAL OPPORTUNITIES

Kent College staff and pupils are proud to be part of a welcoming international boarding community. We value diversity and promote equality at all levels, and are passionate about attracting a diverse pool of applications through an inclusive appointment process. Reasonable adjustments will be made at each stage of this process for any candidate with a disability. We warmly welcome applications from professionals of all backgrounds and ethnicities, and particularly encourage applicants who identify as black, asian or minority ethnic groups as these groups are currently underrepresented in our community.



THE PACKAGE

Hours: Full-time, Monday to Friday, with flexibility in how working hours are arranged. Both full-year and term-time-only working arrangements will be considered.
Salary: £27,976 – £29,099.20 per annum, dependent on experience. Salary will be pro rata for term-time-only appointments.
Annual Leave: 25 days per annum, plus public holidays (pro rata for part-time and term-time-only appointments).

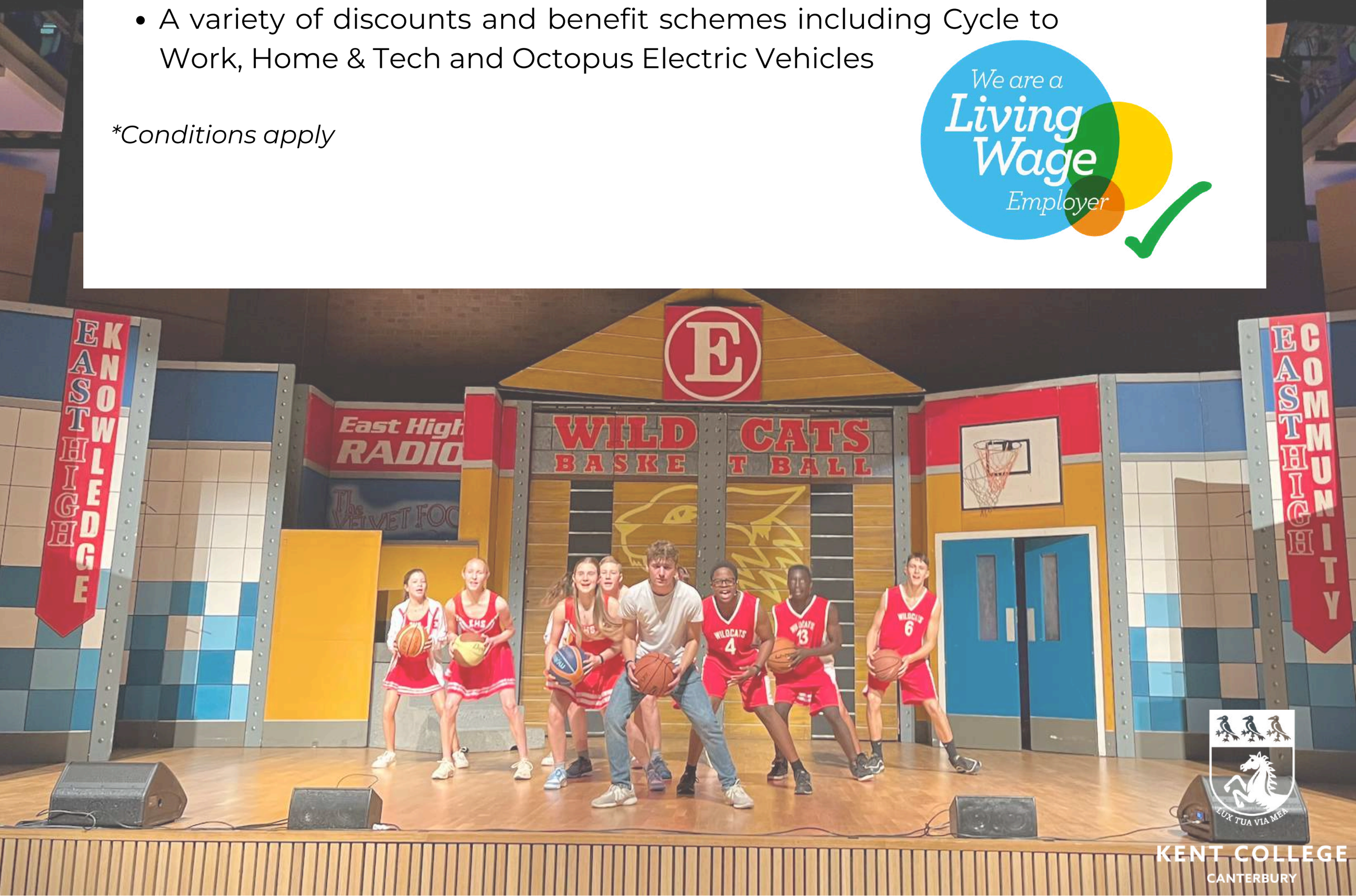
Benefits:

We offer a range of great benefits at Kent College, including:

- Workplace Pension Scheme / Contributory Pension Scheme (TPT)
- Generous training and mentoring package
- Private healthcare via Benenden Health
- Free lunches in term-time plus hot drinks and snacks*
- Tuition fee remission*
- Employee Assistance Programme
- A variety of discounts and benefit schemes including Cycle to Work, Home & Tech and Octopus Electric Vehicles

**Conditions apply*

We are a Living Wage Employer



KENT COLLEGE
CANTERBURY