



SHERBORNE SCHOOLS GROUP

Since the merger in July 2024, The Sherborne Schools Group (SSG) comprises of Sherborne Girls, Sherborne School, Sherborne Prep and Hanford Prep.

Sherborne Girls is an independent full boarding and day school founded in 1899. It is situated on a beautiful campus on the western edge of the historic Abbey town of Sherborne and has an excellent academic record combined with first-rate facilities. It aims to give its pupils (aged 11 - 18) a broad and balanced academic, physical, social and moral education. The school has an Anglican foundation. Academic results are excellent at GCSE and A Level.

Sherborne Boys is a boys' independent school situated in the shadow of Sherborne Abbey. Founded by Royal Charter in 1550, the school has roots going back to the origins of the See of Sherborne in 705. There are eight boarding houses accommodating a total of about 600 boys (aged 13-18).

Sherborne Prep is a leading independent Prep School set within 16 acres in the town of Sherborne, Dorset and known for believing in children being children, encouraging inquisitiveness and curiosity and living the school values.

Hanford Prep is a day and boarding prep school for girls (aged 7-13) set in the beautiful Dorset countryside, with an excellent academic record and a close-knit community of pupils and staff.

Job Description for HR Administrator

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

Summary of the Role:	The HR Administrator will provide essential support to the HR department located at Sherborne Girls, who primarily look after Sherborne Girls, Hanford Prep and the Oxley Sports Centre in ensuring all records are compliant and HR matters are dealt with promptly and effectively.
Responsible to:	Deputy Director of HR (SSG)
Main Duties and Responsibilities:	Main duties <ul style="list-style-type: none">Day to day administration including management of the HR inbox. Responding to queries and questions appropriately and escalating when required.

	<ul style="list-style-type: none"> • Logging of HR queries for the Deputy Director of HR's attention, diarising meetings and sourcing relevant information as required. • Administer, maintain and update employee records on HRpro. • Produce and maintain personnel files. • Prepare directives to payroll • Support with the recruitment and onboarding of new employees ensuring satisfactory references, DBS certificates and overseas police checks (Certificates of Good Conduct) are received ahead of the employees start date and ensure the school holds a complete employment history for new starters • Undertake HR related checks and relevant administration, producing HR and payroll related letters and correspondence. • Provide administrative support for the Oxley Sports Centre when required. • Update and monitor training records, assign and assist with training activity and training administration. • Provide general support as the HR Department requires. <p><u>Complete any other duties which may be reasonably requested.</u></p>
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Person Specification		
	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Minimum GCSE grade 'C' (or equivalent) in English Language • Previous experience within a HR team. 	<ul style="list-style-type: none"> • Qualification in administration or HR CIPD level 3 • Previous experience working in the education sector
Skills and Abilities	<ul style="list-style-type: none"> • Competent and proficient use of Microsoft Office (Word and Excel) • Excellent communication and interpersonal skills. • Excellent attention to detail and organisational skills. • Tact, discretion and confidentiality. • Ability to originate draft correspondence and present in a professional, consistent and articulate manner. 	<ul style="list-style-type: none"> • Familiarity with HR Software and databases • Knowledge of payroll practices and legislation

Personal Attributes	<ul style="list-style-type: none"> • Ability to use your initiative and work as part of a team or unsupervised. • The ability to relate to and co-operate easily with others. • The ability to remain calm under pressure and work to deadlines. • Energy, enthusiasm and commitment. 	
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Additional Information

Hours of work: 37 hours per a week. This is a year-round role.

Salary: £25,127.44 per annum.

Pre-employment checks and Probation:

The successful applicants' appointment will be subject to successful completion of a probationary period and full pre-employment checks. Sherborne Girls will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2024. The check will help the us to ensure safe and robust checks on the suitability of individuals to work within our School. *To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointment panel will conduct the search and will only share information if and when findings are of concern.* A panel may explore any concerns passed to them as part of our due diligence process.

Benefits:

- Membership of an appropriate pensions scheme
- Membership of the School library
- Free onsite parking
- Free lunches provided during term time
- Reduced membership of the Oxley Sports Centre
- 5 weeks holiday plus Bank Holidays

Application Process:

The closing date for applications: 9am, Monday 28 July and interviews will be held the following week. However, we will be reviewing applications as we get them and reserve the right to interview prior to this date.