



GUILDFORD
HIGH SCHOOL



APPOINTMENT OF _____

HR Administrator

Guildford High School





Guildford High School is a remarkable place and has been educating girls since 1888. Around one thousand pupils, aged 4-18, from Guildford and its surrounding towns and villages, enjoy exceptional facilities and inspired teaching here. GHS comprises a Junior School, a Senior School and a Sixth form, on one site. Whilst providing all-through education, each section of the School has its own distinct personality and pupils join us at many different entry points.

Our staff are integral in delivering to our pupils of the highest quality; one that inspires them to think and learn creatively. We seek to recruit and retain dynamic teaching and non-teaching staff who share in our vision and commitment.

We consistently boast some of the best results in the country; we were named The Sunday Times Independent School of the Year 2024, and in recent years have also claimed titles such as The Sunday Times Southeast Secondary School of the Decade, The Sunday Times Prep School of the Decade, and School Sport Magazine's Top Girl's School for Sport 2023. Both our sports and pastoral care have also recently been recognised with awards at a national level.

I would encourage you to visit our website and view our school film to find out more about our school: www.guildfordhigh.co.uk.

You will need to apply for this role through our website: www.guildfordhigh.co.uk/vacancies where you will be directed to complete an online application form. **Applications will need to be submitted no later than 08:30 AM on Wednesday 22nd January 2025 with interviews taking place the following week.** Unless you stipulate otherwise, we retain all applications for up to six months. If you have a disability that requires any specific assistance, please let me know when applying so that I can make the necessary arrangements.

May I take this opportunity to thank you for the interest that you have shown in employment at Guildford High School and for the investment of your time in this process. Please do not hesitate to contact Human Resources on 01483 543 862 if we can be of further assistance.

I look forward to hearing from you.

Karen Laurie
Head



Job Description



A generalist HR Administrator role, providing support to the HR Team.

KEY RESPONSIBILITIES

- Support the HR Manager in all aspects of recruitment, including drafting job adverts, assisting with scheduling for interview days, making room bookings, creating interview packs, sending calendar invites, meeting and greeting candidates upon arrival and shuttling candidates between interview tasks
- Gather and organise paperwork post-interview - scanning and filing documents, and applying relevant retention policies
- Collate and draft interview feedback for candidates
- Maintain and populate the recruitment master spreadsheet and other office spreadsheets as required
- Maintain library of interview questions
- Ensure the confidentiality and security of employee files (paper and electronic) – scanning and filing documents, archiving, applying retention policies
- Support the HR Manager in relation to Safeguarding and Compliance requirements for new staff, including meeting new starters to conduct ID checks, submitting DBS checks, requesting references and other paperwork, and creating employee files
- Maintain and update the HR system (iTrent) and staff data held on iSAMS, including adding new staff, updating contact details for existing staff, recording sickness and absence, and other amendments as required
- Assist with the annual staff-student relationship send-out and collation of responses
- Assist with managing the probation procedure, including sending reminders to line managers, chasing, scanning and filing paperwork
- Create leave charts for new employees, maintain annual leave spreadsheet and filing charts
- Draft employee letters and contracts using set templates
- Take meeting notes/minutes
- Respond to email and telephone enquiries, referring on as necessary
- Provide administrative support for the execution of United Learning HR policies and procedures



Job Description



PAYROLL

- Complete monthly payroll submissions by the due date; generate associated paperwork, enter details in iTrent and liaise with payroll and other HR staff as necessary

GENERALIST HR

- Record absences including sickness, personal leave, time off in lieu and annual leave
- Ensure that the data in iTrent is accurate and the new starters/leavers are entered on iSAMS
- Management of the filing and archives, shredding documents after appropriate timescales with due regard for GDPR compliance
- Maintain familiarity with the CiC Employee Assistance and Perkbox provisions and promote as appropriate
- Ad hoc projects as directed by the HR Manager.
- Contribute to the general running of the HR office e.g. keeping stationery stocked

CPD

- Participate in GHS safeguarding training, at least annually
- Attend HR community training opportunities/meetings run by United Learning
- Develop a good working knowledge of the Independent Schools Inspection criteria, Keeping Children Safe in Education (KCSiE) part 3, and United Learning HR policies and procedures, to ensure compliance.

This job description is not intended to be all inclusive and the post holder will be expected to carry out such duties as the HR Manger or Headteacher may reasonably require.



Person Specification



Qualifications & Experience	<ul style="list-style-type: none">• Minimum of 5 GCSEs (grade C/4 and above) required, to include English and Mathematics
Personal Qualities	<ul style="list-style-type: none">• A commitment to safeguarding and promoting the welfare of children and young people• High levels of personal and professional integrity; discretion and respect for confidentiality• An interest in HR• A willingness to learn and a dedication to own professional development• Enthusiastic, energetic, positive and able to self-direct• A proactive and flexible approach to work, adapting positively to changing work priorities• Ability to work calmly and work to deadlines• A passion for excellence• Appropriate levels of personal presentation
Skills & Abilities	<ul style="list-style-type: none">• Excellent command of the English language, both spoken and written• Ability to communicate concisely and sensitively both orally and in writing• Attention to detail• The ability to work as part of a team and support colleagues• Evidence of strong organisational and administrative skills• Proficient IT skills, including knowledge of Microsoft Office (Word, Excel, Outlook)





How to Apply



1

Applications

An online application form should be completed and is accessible via our website:

www.guildfordhigh.co.uk/vacancies

Any queries about the position should, in the first instance, be directed to the HR department:

human.resources@guildfordhigh.co.uk

2

Key Dates

Please note that the School reserves the right to appoint at any stage during the recruitment process, so please submit your application as soon as possible.

Closing Date: 08:30 on Wednesday 22nd January 2025

3

Invitation to Interview

Applicants selected for interview will be informed within 10 days of the closing date for application. We do endeavour to respond to all applications; however, applicants who have not heard from the School by this time must assume that, on this occasion, their application has been unsuccessful.

4

Safeguarding of Children & Security of Disclosure Information

GHS is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to child protection screening appropriate to the post including an enhanced disclosure through the Disclosure and Barring Service (DBS). Shortlisted candidates will be subject to an online check and checks with previous employers for safer recruitment purposes.

[Apply Now](#)



Further Information



INTERVIEW REQUIREMENTS

Short-listed candidates will need to bring proof of their educational and professional qualifications that are necessary or relevant to the post.

All candidates invited to interview must also bring each of the following with them:

- A passport
- Current driving license if you have one
- Full birth certificate
- Utility bill or bank statement issues within the last three months showing the candidates name and address
- Where appropriate any documentation evidencing a change of name
- Evidence of the right to work in the UK

Please be reminded that references will be requested prior to interview. Online checks will also be undertaken for shortlisted candidates in accordance with KCSIE regulations 2024.

Candidates with a disability who are invited to interview should inform the HR department of any necessary reasonable adjustments or arrangements to assist them in attending or participating in the interview.

CHOICE OF REFEREES

We require references who can speak knowledgeably about your professional abilities in a similar role, including your current or most recent employer. We will conduct additional checks to ensure the safety and welfare of children. Please provide professional (not home) addresses and email contacts for your referees.

