



**KENT COLLEGE**  
CANTERBURY

**HR Advisor**



[WWW.KENTCOLLEGE.CO.UK](http://WWW.KENTCOLLEGE.CO.UK)

# KEY APPOINTMENT DETAILS

<b>Job title:</b>	HR Advisor
<b>Reporting to:</b>	Head of HR
<b>Employment status:</b>	Permanent
<b>Job location:</b>	Kent College Senior School
<b>Closing date:</b>	15 <sup>th</sup> February 2026
<b>Interviews</b>	to take place on 18 <sup>th</sup> & 19 <sup>th</sup> February 2026
<b>Start date:</b>	March 2026

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

### KINDNESS

be considerate and compassionate towards others

### RESILIENCE

build the courage to take risks and to forgive others

### CURIOSITY

inquire actively

### RESPECT

value oneself, others, and the world around us

### ACTING JUSTLY

work for good through service to others

### AMBITION

engage positively with all learning opportunities

### HUMILITY

walk humbly



# THE DEPARTMENT

An opportunity has arisen for an HR Advisor to join our forward thinking HR Team.

The HR Team reports to the Bursar through the Head of HR, and consists of an HR Advisor, Payroll Advisor and HR and Payroll Assistant.

## THE ROLE

The HR Advisor will be required to provide day-to-day generalist HR support across the School. Working closely with managers and the Head of HR, you'll offer pragmatic advice, ensure compliance, and support the delivery of effective people processes.



# JOB DESCRIPTION

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

## **The HR Advisor will;**

- provide an efficient HR service covering the full range of HR disciplines
- respond to any relevant employment law legislation to ensure the practice is current and compliant at all times
- update and support with the annual review of HR policies, procedures and guidelines and align to school values
- give advice, and support the Head of HR with employee relations issues such as grievance and disciplinary cases
- support in the recruitment and selection process, ensuring the recruitment processes work well and efficiently
- work collaboratively with the Head of HR to progress all staff development, ensuring staff are receiving the appropriate training for their roles
- support the Head of HR with restructuring, organisational design and redundancy processes
- ensure that the school, in its practices, complies with all current employment legislation
- monitor staff attendance, in line with the school's policies and procedures, including conducting absence management meetings and advising line managers in absence procedures and Occupational Health referral when necessary
- ensure that HR records are maintained and processed in accordance with relevant data protection legislation
- issue letters of appointment, contracts of employment and provide any associated documentation during the employment lifecycle of a member of staff
- manage the probationary review and appraisal process ensuring review meetings are held and recorded
- develop and maintain strong working knowledge of the Safer Recruitment requirements ensuring that the school is compliant at all times
- support the Head of HR 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
- support with Skilled worker visa applications and the administration of right to work checks
- 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

Qualifications and Training	Essential	Desirable
Educated to A Level & 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 HR and Office Administration	X	
Experience in producing accurate documentation and correspondence	X	
Experience of prioritising workloads, time management and dealing with conflicting priorities	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 pertaining 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 commitment. 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 business function support role involving regular contact with children, but not typically accompanied by responsibility for them.

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:** 40hrs per week, Monday – Friday

**Salary:** £31,000 up to £34,944 (Point 19 to 24 on the Kent College Support Staff Pay Scale)

**Pension:** Contributory Pension Scheme TPT (DC)\*

**Annual Leave:** 25 days plus public holidays

## Benefits:

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

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

*\*Conditions apply*

