



# HR Coordinator



ST HELEN &  
ST KATHARINE

# Welcome from the Headmistress

Hello and thank you for showing an interest in working at St Helen and St Katharine. I am enormously proud of this great girls' school, and I know that this sentiment is shared by colleagues across the staff body.

The students are at the heart of this energy and positive ethos. They are wonderful to work with; enthusiastic, clever, funny, kind, silly, earnest and possessed of an unselfconscious enjoyment of learning and the pleasure of finding out more. They are excited by subjects and delight in their teachers demonstrating their ongoing love of a specialist discipline. They, and their parents, also look to us to work in support of personal development and we continue to evolve our pastoral systems to meet the challenges that the students will encounter in school, in Higher Education and in the world of work and adult life.

Our extra- and supra- curricular programmes are busy and exciting. There is an expectation that students will be busy and that opportunities will be created to harness their enthusiasm. Opportunities to learn beyond the classroom are vital and staff involvement in trips and expeditions is expected.

We have a fantastic support team in these endeavours, and all staff members are valued in whatever role they play in keeping things on track, happy and purposeful. Each staff team reflects the pride we feel collectively in our school.

Our work takes place on a beautifully developed and maintained campus and we are fortunate in the working environment we occupy. The stunning Benedict Building, which houses our sixth form, has further enhanced the site and provides space for even more opportunities for both students and staff, as we develop these for ourselves and in partnership with local schools.

We are fortunate to be over-subscribed and, therefore, selective at each student entry point, but we are not a place that likes to rest on laurels and our departments continually reflect on how they can develop things further. The staff community is very supportive.

We enjoy a very positive relationship with our parent body and don't take for granted their advocacy for St Helen's as a school of choice for a daughter. We have a broad catchment area for a day school with a transport network that spans six counties.

Our Board of Governors is very supportive and interested in the work that we do. They ask challenging questions and delight in our many successes. They have overseen a significant development of the estate and provision in recent years and want to ensure that momentum continues. To that end, we welcome ambitious and energetic applicants who share in the excitement of our mission and who want to develop their careers, working with outstanding students and colleagues.

I do hope that you will apply. St Helen's is a school which both builds on the finest elements of great girls' education and challenges itself to deliver an education that allows our students to encounter their 'now' with confidence and pleasure.

It is a great place to work.



Mrs Rebecca Dougall  
Headmistress





## The School

Ranked the top girls' school in Oxfordshire in the Times Parent Power 2024 and the top 4 girls' school for sport in the UK by School Sport Magazine, St Helen and St Katharine is one of the leading independent schools in the country. It is an exciting place to work, and appointing the very best staff is integral to our success.

St Helen's School was founded in 1903 and was then joined in 1938 by St Katharine's in Wantage. The School is located on a single campus-style site of beautiful Edwardian and modern buildings set in 22 acres of grounds, on the outskirts of Abingdon, some six miles from Oxford. An extensive school bus network facilitates a large student catchment area that includes Oxfordshire, Berkshire, Buckinghamshire and Gloucestershire.

St Helen's is a school where success is celebrated but not revered. Our students achieve excellent academic results, and our goal is to ensure that every girl achieves success as she defines it, so that she can believe in herself, her talents and abilities, and so that she will feel prepared and equipped for life beyond school.

The School is a thriving community of girls and young women aged 9 to 18 years including a small Junior Department comprising one Year 5 and one Year 6 class. St Helen's offers students an outstanding academic education and a rich and varied life beyond the classroom including excellence in sport, the creative and performing arts and a superb range of extracurricular clubs and societies.

We enjoy collaboration with a range of local partner schools, including Radley College, Abingdon, Larkmead, John Mason and Fitzharrys, providing opportunities to enrich the developmental journeys of our students and build positive connections across genders and experiences.

In 2023, we opened the doors to our new sixth form centre, the Benedict Building. The Benedict Building is a physical articulation of the School's vision for Sixth Form – to create an environment for our students that will spark their intellectual spirit and imagination – and provides students with the space and opportunity to grow their academic and extracurricular interests in readiness for the future.

# The staff

St Helen and St Katharine is a very special place to work.

Our students are at the heart of everything we do, we celebrate our powerful sense of community, and we take pride in our very high standards and the strength of our performance. We enjoy a working environment and a culture within the School which focuses on development, inclusion and the pleasure of working all together.

We are always looking at ways to develop our people – students and staff. We look to be progressive, imaginative and respectful; we combine the best of long tradition with a commitment to readying our people for the challenges of the 21st Century. We also firmly believe that a diverse workforce is a better workforce which will help us develop ideas, solve problems and ultimately grow St Helen and St Katharine. Our campus is beautiful and an inspiring place to work. The young people we work with are remarkable and the staff community is welcoming, committed and compassionate.

Every day is different at St Helen and St Katharine. It's fast-paced but never loses sight of the value of individualised conversations and the need for support. We take our commitment to the well-being of staff very seriously and we offer the resources and training to allow people to flourish professionally.

The contribution of every member of the staff team is valued at St Helen and St Katharine, and teaching and support staff work closely together, appreciative of the positive difference everyone can make in their varied roles.





## The role

We are seeking to appoint a personable and highly organised HR Coordinator. The scope of HR work within the School is wide ranging and varied, with the focus for this post holder being on the recruitment of staff, undertaking a range of pre-appointment vetting checks, and maintaining a Single Central Record (SCR) of all staff checks, in line with complex Governmental regulatory requirements. They will provide support to the HR Manager and HR Officer in delivering generalist HR advice and support throughout the School. This position is school based and acts as the first point of contact within the HR team for both the wider staff body and external contacts.

This post would suit a team player with the requisite skill set and a high level of attention to detail, who is able to prioritise their workload and remain calm under pressure.

This is a full-time, full-year post and we are looking for the successful candidate to start work as soon as possible.

All staff share the responsibility for promoting and safeguarding the welfare of the students, in accordance with the School's safeguarding policies.

### **The Human Resources department**

The department comprises three linked offices in the older part of the School, situated above the School Chapel. The team consists of a part-time HR Manager (0.8 FTE), a full-time HR Officer and a full-time HR Coordinator (the post-holder). The team work closely together in order to provide effective HR support to the Leadership team, senior managers and the wider staff.

The department benefits from access to employment legal advice providers, opportunities to attend regular employment law update sessions and specialist courses/conferences geared to school HR specialists. Access to an Occupational Health adviser and services are available, as and when required. HR training and professional networking is encouraged

## Key responsibilities

### **Recruitment and selection**

- Draft advertisements, job descriptions and person specifications via liaison with department heads.
- Liaise with external contacts to arrange the publication of adverts in the appropriate media.
- Upload final adverts and job details to the school website.
- Collate and acknowledge applications received and prepare packs for shortlisting.
- Devise interview schedules and make associated arrangements; diary availability, room bookings, catering.
- Seek and obtain references.
- Prepare and send out invitations to interview, and rejection emails.
- Provide an outstanding candidate experience and manage interview days. Welcome and look after candidates on interview days, supervising assessments, escorting them to lessons and interviews, and checking their identification and qualification documentation whilst ensuring the day runs to the planned timings.

### **Regulatory compliance (for which full training will be given)**

- Carry out the requisite range of vetting checks on all new staff, i.e., DBS check (see section below), fitness for work, right to work in UK, prohibition from teaching/management checks etc.
- Maintain the School's Single Central Record (SCR) (held in an Excel spreadsheet), under the direction of the HR Manager, ensuring the necessary information is requested, received and logged in a timely manner.

- Perform regular audits of the list of staff on the SCR, and identifying and taking action on any outstanding checks, thus ensuring the register is absolutely up-to-date.
- Keep knowledge up-to-date with regulatory requirements through reading updates, as prompted by the HR Manager.

### **DBS**

- Request and check the required identification documentation required in order to apply for a DBS check.
- Apply for, and track, DBS applications via an online system.
- Obtain sight of original certificates and record evidence.
- Upkeep of the central DBS file.

### **Processing new starters and leavers**

- Set up new staff files with appropriate checklists and complete and track actions.
- Similarly, to complete and track actions for leaving staff.
- Input new starter details to our HR systems and our Staff List on the website and remove leavers.
- Liaise internally with key stakeholders to ensure all starter and leaver actions are coordinated, particularly related to IT provision and induction processes.

### **Probationary periods**

- Log and track probation periods, and draft letters to confirm the successful completion of the probationary period.
- Prompt line managers to initiate interim and final probation reviews and track completion.
- Provide first level support and guidance to line managers to enable productive probation discussions and address any concerns in a timely manner, referring any more complex situations to the wider HR team as required.

### **Absence monitoring**

- Monitor absence inbox on a daily basis, responding to absence notifications and following up to ensure that required documentation is received.
- Flagging absences to the HR Manager or HR Officer that may require further action or to draw awareness to those individuals who may need additional support.
- Identifying and monitoring absences for those who have high levels of absence and flagging this to the HR team so that appropriate communication can take place with the individual.
- Seeking authorisation for non-sickness related absence requests as appropriate from Senior Leadership and recording this appropriately.

### **IT systems**

- Help maintain the current HR systems (PASS and iSAMS); adding and amending staff details and helping with mass updates.

### **Other**

- Open post and field telephone calls and emails.
- Deal with a variety of queries from staff and management, at a first level.
- General HR administration.
- Help assist with HR casework, as appropriate.
- Establish and maintain effective filing systems i.e. for personnel files, archive files, recruitment files, and to arrange for the disposal of confidential documentation in line with agreed timescales and best practice.
- Provide support as required to the Joint Staff Consultative Committee (JSCC).
- Maintain an awareness of employment law.





# The person

## Skills/abilities

- Excellent all round organisational and administration skills.
- A keen attention to detail, working to a high level of accuracy.
- Strong writing skills; e.g. able to write clear and succinct minutes, draft job advertisements and job details and business letters.
- Very good verbal communication skills, able to communicate effectively with all staff, managers and Leadership.
- Numerate; confident to undertake basic calculations, i.e. pay, holiday entitlement calculations.
- Able to interpret regulatory requirements and HR policies/procedures and apply them in practice.
- A strong aptitude for IT; in particular, a confident user of spreadsheets and databases (HR systems).
- Able to multitask and manage competing priorities effectively.
- Able to build rapport with a range of individuals to deliver high quality candidate experience to applicants and be accessible to the wider staff body.

## Experience, knowledge and qualifications

- Good standard of general education, to a minimum of A-level or equivalent.
- A CIPD qualification (in part or full) would be an advantage, though not essential.
- A sound general knowledge of employment law.
- Schools or education sector knowledge would be an advantage.
- Experience of recruitment and selection or a generalist HR role would be an advantage.

## Personal attributes

- A professional and approachable manner.
- An appreciation of the need for discretion and confidentiality is essential.
- Confident in working on own initiative and with making decisions.
- The ability to manage a busy workload and work effectively under time pressures.
- A willingness to be flexible with hours of work, in line with the demands of the role.
- A genuine interest and enthusiasm for working in a school environment.
- A commitment to safeguarding our students in line with the School's Safeguarding Policies.

# Salary and benefits

- This is a permanent, full-time post. Standard hours of work are 37.5 per week, Monday to Friday from 8.30am to 5.00pm with a one-hour unpaid lunch break.
- Holiday entitlement of 6 weeks, plus all statutory public holidays (total of 7.6 weeks). In addition, at the discretion of the School, this role attracts a 20% reduction in working hours during school holiday periods with no impact on pay.
- Starting salary within the range of £32,000 to £36,000 per annum, depending on level of qualifications and experience. Cost of Living increase from 1 September 2025 will be applicable for this appointment.
- Employees may join a staff Pension Scheme.
- The School currently operates a cycle to work scheme.
- Employees are entitled to free lunches when the kitchens are operating.
- There is free car parking on site.
- Employees may use the fully equipped gymnasium/sports facility on site.
- Employee Assistance Program via confidential telephone service.

St Helen and St Katharine is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure and Barring Service and overseas Police checks, if applicable. Employment is subject to these checks



# The process

These job details should be read in conjunction with our Safeguarding policies, available within the vacancies section of our website.

Please then complete an application form (available within the vacancies section of our website). The completed and signed application form, along with a brief supporting letter addressed to **Mrs Nicola McAvoy, Director of Finance and Operations** should be submitted via email ([recruitment@shsk.org.uk](mailto:recruitment@shsk.org.uk)) in the first instance and then sent to:

Human Resources Department  
St Helen and St Katharine  
Faringdon Road  
Abingdon  
Oxfordshire  
OX14 1BE

Please note that any application form submitted electronically must be completed in the existing application form format, within Adobe.

The closing date for this post is **Wednesday 25 June 2025 at 12noon**.  
Interviews will take place on **Thursday 3 July 2025**.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback.

We look forward to receiving your completed application.



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ST HELEN &  
ST KATHARINE

Independent day school for girls aged 9–18  
Faringdon Road, Abingdon, Oxfordshire OX14 1BE