

Human Resources Administrator



Candidate Information Pack

JOB DESCRIPTION

Job Title: Human Resources Administrator

Line Manager: Director of Human Resources

Summary of Job

The HR Administrator is responsible for supporting the HR team in delivering both operational and strategic objectives for the College. The role provides advice and assistance across the full range of HR activities, always ensuring compliance with data protection and safeguarding legislation. By doing so, the HR Administrator helps the College to attract, retain, engage, and develop its staff effectively.

Responsibilities

- Manage and triage the HR inbox efficiently, ensuring timely responses in line with the HR Service Level Agreement (SLA).
- Provide administrative support to the HR team as required.
- Contribute to the development of automation processes to streamline basic administration tasks and improve efficiency.
- Assist with document production for ad hoc and ongoing HR projects.

Recruitment, Onboarding and Offboarding

- Support the Talent Acquisition Co-ordinator with administrative tasks related to recruitment including candidate management, interview scheduling, new hire processing, information validation and other tasks as required.
- Complete pre-employment checks including background verification and reference collection in line with safeguarding and college requirements.
- Draft, update, and maintain candidate communication templates to ensure a consistent and professional approach.
- Maintain accurate recruitment records, ensuring all files are correctly filed, audited, and managed in accordance with college governance and data protection legislation.
- Manage and update training records and the training database for all new and existing employees.
- Oversee the Induction (probation) process for all employees, providing support to managers as required.
- Coordinate the offboarding process, including updating HR databases, organising return of college property, and managing the Exit Interview process.

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Compensation, Benefits & Well Being

- Ensure the absence management procedure is applied consistently and records are accurately maintained. Monitor absence data, process all leave types, and highlight trigger points.
- Assist in the administration of payroll, pension, and other compensation processes, ensuring accuracy and confidentiality.
- Assist in the delivery and communication of wellbeing initiatives, ensuring that resources and activities are promoted effectively to all employees.

Process and Policy Production

- Assist with review, and updating of HR policies.
- Develop, and maintain templates for HR processes (e.g., letters, emails, policies, and spreadsheets) to support consistency and efficiency.
- Maintain high-quality and accurate HR data within the HR Information System (HRIS) and team's environment.
- Prepare, administer, and file all HR documentation promptly and accurately.
- Safeguard the confidentiality and security of both physical and electronic HR files, records, and templates.

Work Force Surveys and Data Collection

- Assist HR Officers with the completion of workplace surveys and data collection activities, including annual Workforce Surveys (SFCA) and Equality, Diversity & Inclusion (EDI) reporting.

Other

- Participate in projects and initiatives that support both college objectives and your own professional growth.
- Keep up to date with relevant legislation and HR best practices, including *Keeping Children Safe in Education (KCSIE)*, Safer Recruitment guidance, and DBS (Disclosure and Barring Service) requirements.

PERSON SPECIFICATION

The successful candidate will provide a strong supporting statement explaining their motivation for applying and addressing the responsibilities outlined in the Job Description.

Education and Qualifications

- GCSEs or equivalent, including (Maths and English).
- A-Levels or equivalent qualifications (advantageous not essential).
- HR or Psychology qualification (advantageous not essential).

Experience and Skills

- Fluency in written and spoken English (business level).
- Proven experience in a fast-paced environment.
- Ability to work effectively across reporting lines.
- Highly organised with exceptional attention to detail.
- Strong time-management skills, able to prioritise multiple tasks and meet deadlines.
- Proficient in HRIS, Microsoft Excel, and Microsoft Office Suite.
- Confident user of Microsoft Teams.

Personal qualities

- Excellent interpersonal and communication skills.
- Professionalism, discretion, and sound judgment.
- Proactive and committed to continuous improvement.
- Solutions-focused team player with strong relationship-building abilities.
- Resilient, with the ability to adapt and recover quickly from setbacks.

Desirable

- Previous experience in the Education sector.
- Previous experience in an HR role.

FURTHER INFORMATION

About Esher Sixth Form College

Esher Sixth Form College is a high-performing Single-Academy Trust, specialising in post-16 education. Located in Thames Ditton with excellent transport links, we serve over 2,100 students from 115+ schools across North Surrey and London. We operate an inclusive, open-access approach and are consistently oversubscribed. We are rated Outstanding in all areas by Ofsted.

Our Ethos

We are committed to outstanding achievement and a culture of high expectations, underpinned by our core values:

- Inclusivity – Embracing diversity and valuing every individual
- Community – Fostering belonging, care and collaboration
- Empowerment – Encouraging ambition, ownership and growth

The Post

Providing first line, timely advice to our college employee community, in line with our values, on college policy and processes, you will have an open and curious mindset and a commitment to continuous improvement for the HR department.

You will be involved in all stages of the employee life cycle including the recruitment, selection and onboarding of best-in-class teaching and support staff, payroll and pensions, absence management, employee relations, well-being, and development.

Hours:

This part-time post is to be worked across 5 days. Working hours for this role are 21 hours per week. 8.30am -12.45pm daily, term time only. Please talk to us if you would like us to consider an alternative work pattern.

Salary

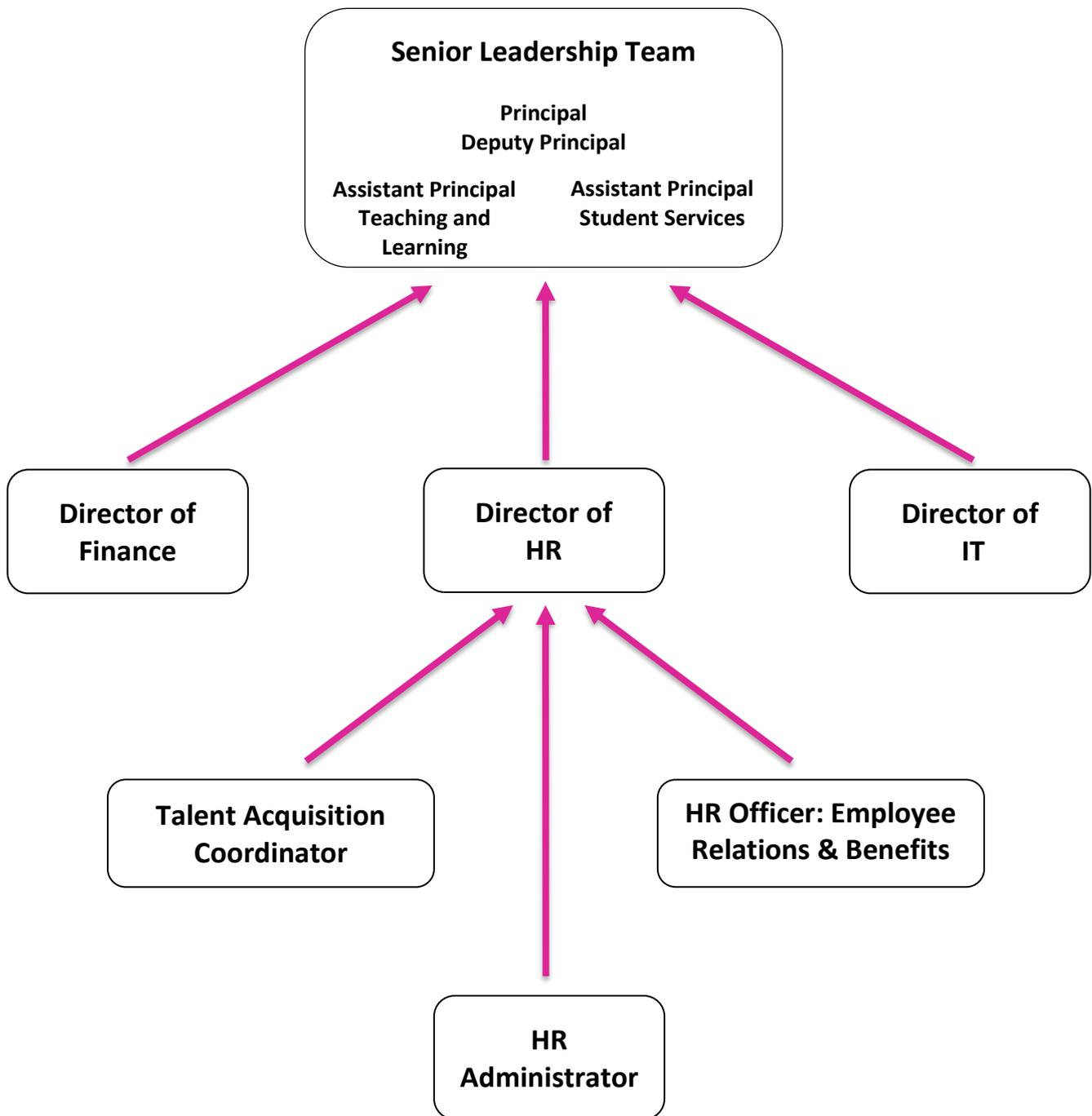
£29,544 FTE plus Fringe Allowance £1341 (Part-time salary inclusive holiday and fringe allowance, £15,433)

Closing Date: 9 am Monday 20 April 2026

Interviews: Tuesday 28 April 2026

Start Date: Immediate Start Available

SUPPORT ORGANISATIONAL STRUCTURE



STAFF BENEFITS

- **Secure Your Future**
Enjoy one of the best pension schemes in the UK, the Local Government Pension Scheme, with generous employer contributions and long-term peace of mind.
- **Balance Your Work and Life**
Take advantage of up to 13 weeks' annual leave, giving you the space to reset, recharge and focus on what matters most outside of work.
- **Feel Your Best**
Stay healthy with free access to our on-site gym, weekly yoga classes, annual flu jabs, and discounted memberships at local fitness clubs.
- **Get Support When You Need It**
Access free, confidential support for mental health, finances, and personal challenge any time, any day.
- **Commute with Ease**
Save time and money with free on-site parking, great train connections just 5 minutes away, and a tax-free Cycle to Work scheme.
- **Be Part of a Welcoming Community**
Enjoy everyday perks such as free tea and coffee, a café, social clubs, and inclusive events that help you feel at home from day one. Contribute to the future success of our student population.