



Woolwich Polytechnic  
School for Boys



## WOOLWICH POLYTECHNIC SCHOOL FOR BOYS

### JOB DESCRIPTION

**Post:** HR & Personnel Administrator  
**Grade:** NJC  
**Hours:** Term time only  
**Responsible to:** HR Manager

#### **Purpose of the job**

To provide a reliable, accurate and confidential HR and personnel administration service for the school, supporting recruitment, safeguarding compliance, workforce records and payroll-related processes. The role works under the direction of the HR Manager to ensure that HR procedures, statutory checks, staff records and pay administration are managed efficiently and in line with Trust policies, employment legislation, and safeguarding requirements.

#### *HR & Personnel*

- Provide effective HR and personnel administration support for the school, acting as a first point of contact for routine HR queries and working under the direction of the HR Manager.
- Support recruitment administration processes, including preparing adverts and candidate packs, arranging interview logistics, issuing correspondence, and maintaining accurate recruitment records in line with safer recruitment requirements.
- Provide administrative oversight of the Headteacher's calendar, including scheduling meetings, coordinating appointments, and managing diary arrangements with discretion and confidentiality.
- Administer DBS processes and monitoring, including coordinating applications, maintaining records, tracking renewal dates, and carrying out checks where required.
- Support onboarding and induction administration, ensuring new starters receive induction documentation, are registered for mandatory training, and that employment documentation is completed, recorded and filed correctly.
- Maintain accurate HR records and databases, ensuring information is securely stored, up to date, and compliant with GDPR, data protection legislation, and record retention requirements.
- Support payroll and pay-related administration, including reviewing and submitting monthly ad-hoc pay changes to the payroll team, administering

duty rota and additional payment claims, and supporting the maintenance of accurate staff pay records.

- Contribute to the wider life of the school, working collaboratively with colleagues, attending meetings and training as required, supporting cover arrangements when necessary, and upholding the school's ethos, safeguarding responsibilities, and professional standards. Provide a professional, confidential and proactive HR support service, working closely with the Trust HR and School Business Manager.

## **General**

1. To present the school in a positive manner at all times.
2. In discharging the duties of the post, to have due regard to the provisions of the Health & Safety at Work legislations.
3. To adhere to data and confidentiality guidelines at all times.
4. To carry out any other duties in line with the level of responsibility of the post at the direction of the Head Teacher.
5. Have due regard for safeguarding and promoting the welfare of children and young people and to follow all Child Protection policies as adopted by the school.

***PolyMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offer of employment is subject upon the Academy Trust receiving an Enhanced Disclosure and Barring Service Certificate (DBS), which the Academy considers to be satisfactory. If you are successful in your application, you will be required to complete a DBS Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and it is therefore an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.***

***In accordance with KCSIE 2025 shortlisted candidates will be subject to an online profile and social media check.***

## Person Specification:

### HR & Personnel Administrator

Experience	Essential	Desirable
Good standard of education – including GCSEs in English and Maths at grade C/4 or above.	✓	
A minimum of 3 years Experience of working in a professional environment		✓
To promote teamwork within the administration team and motivate staff to ensure effective working relationships.	✓	
To hold a relevant first aid qualification or a willingness to be trained.	✓	
Experience of Microsoft Office packages	✓	
A further relevant qualification and/or a willingness to undertake one.		✓
Skills and Attributes	Essential	Desirable
Ability to maintains strictest confidentiality and integrity at all times	✓	
Strong interpersonal skills	✓	
Excellent organisational skills, with a high level of efficiency, planning and foresight	✓	
Establishing priorities within own workload	✓	
Ability to work constructively as part of a team	✓	
The ability to work flexibly, using own initiative and prioritising effectively	✓	
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The capacity to work accurately under pressure with attention to detail	✓	
Excellent communication, presentation and interpersonal skills.	✓	
Ability to maintain strict confidentiality of information received and processed	✓	
Confident in the use of ICT with fast, accurate typing	✓	
Sensitivity in collaborative work with colleagues within and outside the school		✓
Personal Qualities	Essential	Desirable
Ability to use judgement and common sense	✓	
The ability to handle situations with discretion, tact and diplomacy	✓	
High levels of personal and professional integrity	✓	
High degrees of self-confidence, personal energy and dynamism	✓	
Ability to prioritise	✓	

Ability to work on own initiative	✓	
Excellent personal organisation and self-motivation	✓	
Commitment	✓	
Reliable and trustworthy	✓	
Flexible approach to work	✓	
Personal warmth, good rapport with pupils, colleagues and parents	✓	
An enthusiasm for challenge, development and innovation		✓
Philosophy and Ethos	Essential	Desirable
Committed to safeguarding and promoting the welfare of children and young people.	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children	✓	
A commitment to the ethos and strategic direction of the school	✓	
Willingness to undertake further professional development		✓

April 2026