

HR & Compliance Officer

Job Opportunity

Twickenham Primary Academy — Part of the Omnia Learning Trust.



About Twickenham Primary Academy

Twickenham Primary Academy is a thriving and successful school within Omnia Learning Trust. We are proud of our strong community ethos, high expectations and commitment to excellence.

- ① This is an excellent opportunity for a talented operational professional who is looking to develop their career within school business management. Working alongside experienced leaders, the postholder will gain valuable experience across HR, compliance, safeguarding and operational functions, with opportunities to broaden their responsibilities and contribute to the wider development of the Academy.



Safeguarding Statement

Twickenham Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All adults are required to adhere to the school's safeguarding policies and practices. As part of the school's safer recruitment procedures, the successful candidate will be required to undertake:

Enhanced DBS Check

An Enhanced Disclosure and Barring Service (DBS) check will be required as part of safer recruitment procedures.

Online Searches

Online searches will be conducted in accordance with safer recruitment best practice.

All Safer Recruitment Checks

All checks conducted in accordance with *Keeping Children Safe in Education*.

Employment Details

Job Title
HR & Compliance Officer

Responsible To
Office & Finance Manager

Contract Type
One Year Fixed Term – Term Time Only

Hours
22.2 hours per week (3 days equivalent)

Working Pattern
Working days to be agreed. Flexibility may be considered to spread hours across the week.

Salary
GLPC 13 (£33,012 FTE including London Weighting)

Actual Salary
£16,962 per annum

Location
Twickenham Primary Academy

Start Date
September 2026

Benefits
Local Government Pension Scheme, paid annual leave entitlement (pro rata), free school lunch, Employee Assistance Programme, ongoing professional development opportunities

Purpose of the Role

The HR & Compliance Officer plays a key role in supporting the efficient and professional operation of Twickenham Primary Academy's HR, compliance and administrative functions.

Working closely with the Office & Finance Manager and Trust colleagues, the postholder will lead on HR administration, safer recruitment, safeguarding compliance and key operational processes across the school.



HR Administration

Lead and coordinate HR administration, safer recruitment and personnel record management.



Compliance & Safeguarding

Take operational responsibility for maintaining key compliance systems, records and the Single Central Record.



School Operations

Support the efficient day-to-day operation of the school including reception, admissions and administration.

- The successful candidate will be highly organised, proactive and professional, with exceptional attention to detail and the ability to build positive relationships with staff, pupils, parents and external stakeholders.

Key Responsibilities

HR ADMINISTRATION

Lead and coordinate HR administration processes, including:

- Coordinating recruitment administration and interview arrangements
- Preparing recruitment documentation and candidate correspondence
- Obtaining references and completing pre-employment checks
- Processing DBS applications and maintaining recruitment records
- Supporting onboarding and induction processes for new staff
- Maintaining accurate personnel files and employee records

- Monitoring probationary periods and associated documentation
- Supporting absence management administration
- Maintaining staff training records and compliance documentation
- Processing leaver administration
- Supporting workforce census and HR reporting requirements
- Ensuring all personnel records are maintained in accordance with GDPR requirements and Trust policies

COMPLIANCE AND SAFEGUARDING

Take operational responsibility for maintaining key compliance systems and records, including:

- Maintaining the Single Central Record (SCR)
- Monitoring mandatory safeguarding and compliance training
- Maintaining compliance trackers and audit schedules
- Supporting website compliance requirements
- Maintaining safeguarding documentation and records
- Supporting safer recruitment compliance

- Maintaining contractor compliance documentation
- Supporting risk assessment administration
- Preparing documentation and evidence for audits, inspections and external reviews
- Supporting compliance reporting for school and Trust leaders
- Ensuring compliance records remain accurate, up-to-date and inspection ready at all times

SCHOOL OPERATIONS AND ADMINISTRATION

Support the efficient day-to-day operation of the school by:

- Managing reception and visitor procedures in line with safeguarding requirements
- Providing a professional, welcoming and responsive service to parents, pupils, staff and visitors
- Coordinating school administrative systems and processes
- Maintaining accurate electronic and paper-based filing systems
- Supporting admissions administration, pupil starters and leavers
- Coordinating school tours and prospective parent enquiries

- Maintaining pupil records, consent information and medical documentation
- Supporting the completion of statutory returns and census requirements
- Managing school calendars, key dates and administrative schedules
- Supporting the organisation of school events, meetings and operational activities
- Liaising with contractors and external agencies as required
- Supporting the ordering and management of office resources and supplies

General Responsibilities

The postholder will be expected to uphold the following responsibilities throughout all aspects of their work:

→ **Safeguarding**

Promote and safeguard the welfare of children and young people.

→ **Policies & Procedures**

Follow all school and Trust policies and procedures at all times.

→ **Confidentiality**

Maintain confidentiality and professionalism at all times.

→ **Professional Development**

Participate fully in appraisal and professional development activities.

→ **Equality & Inclusion**

Promote equality, diversity and inclusion across all areas of work.

→ **Flexibility**

Demonstrate flexibility and adaptability in response to changing priorities. Undertake any other duties commensurate with the grade and nature of the post.

Person Specification

Knowledge

✔ Essential

- Understanding of safeguarding responsibilities within education
- Understanding of confidentiality and GDPR requirements
- Strong understanding of administrative systems and processes
- Excellent ICT skills including Microsoft Office applications
- Understanding of the importance of compliance and accurate record keeping within schools

☐ Desirable

- Knowledge of Keeping Children Safe in Education (KCSIE)
- Knowledge of academy compliance requirements
- Knowledge of education HR processes
- Knowledge of school website compliance requirements

Skills and Competencies

✔ Essential

- Exceptional organisational skills
- Excellent attention to detail
- Strong written and verbal communication skills
- Ability to prioritise workload effectively
- Ability to manage multiple deadlines simultaneously
- Ability to build positive professional relationships
- Ability to work independently and use initiative
- Strong problem-solving skills
- Ability to remain calm under pressure
- Professional and approachable manner
- Ability to maintain confidentiality and exercise discretion at all times

☐ Desirable

- Experience supporting process improvement initiatives
- Experience training or supporting colleagues

Person Specification

Qualifications

✔ Essential

- GCSE Grade 4/C or above in English and Mathematics
- Educated to A-Level standard or equivalent experience
- Evidence of continued professional development

📄 Desirable

- Administration, HR or business-related qualification
- Safer Recruitment Training
- CIPD qualification or HR-related training

Experience

✔ Essential

- Experience working within a school, academy or educational setting
- Experience working in a busy school office environment
- Experience of administration within a fast-paced environment
- Experience maintaining confidential records and handling sensitive information
- Experience using management information systems and databases
- Experience managing competing priorities and meeting deadlines
- Experience providing high-quality customer service to a wide range of stakeholders

📄 Desirable

- Experience of HR administration
- Experience of safer recruitment processes
- Experience maintaining a Single Central Record
- Experience of safeguarding compliance administration
- Experience of Arbor or equivalent MIS
- Experience supporting inspections, audits or compliance reviews

Person Specification

Personal Attributes

Essential

- Professional integrity and discretion
- Commitment to safeguarding and child welfare
- High levels of personal accountability
- Positive and flexible attitude
- Strong customer-service ethos
- Commitment to continuous improvement
- Resilience, adaptability and a solutions-focused approach
- Commitment to the ethos and values of Twickenham Primary Academy and Omnia Learning Trust

Why Join Us?

We can offer a rewarding and fulfilling working environment as part of a committed school community:



Inspiring Children

Enthusiastic, well-behaved children who enjoy learning and taking responsibility.



Supportive Community

A welcoming and supportive school community with a committed and collaborative staff team.



Career Development

Opportunities for professional development and career progression within a growing Trust environment.



Grow Your Expertise

Develop expertise across HR, compliance and school operations within Omnia Learning Trust.



Modern Environment

A modern and well-resourced working environment.



Make an Impact

Play a key role in supporting the continued success of Twickenham Primary Academy and Omnia Learning Trust.

Thank you

We would love to welcome you to **Twickenham Primary Academy** — a place where staff and children grow together, **ambitious for all.**

www.twickenhamprimaryacademy.org.uk

