



HR Administrator
Heathside School
Weybridge, Surrey, KT13 8UZ
Starting October 2026
Permanent, Part time,
20 hours per week over 5 days
Full Time – 52weeks per year
Salary ELM6 £30,647 FTE Actual Salary £17,026
08:00am – 12:00pm

Heathside School is looking to appoint an enthusiastic, efficient and highly organised **HR Administrator** to support the effective delivery of our HR function.

This is a varied and rewarding role that requires excellent IT, administration and organisational skills.

The successful candidate will provide comprehensive administrative support across a wide range of HR activities, including:

- Recruitment and onboarding administration
- Processing contract variations and changes to terms and conditions
- Payroll administration
- Maintaining accurate and up-to-date staff records
- Administering working patterns and absence records
- Supporting HR processes and procedures
- Taking accurate notes at formal hearings and meetings

We are looking for someone who:

- Has previous administrative experience, ideally within an HR environment
- Has excellent IT skills and experience using HR systems
- Has strong verbal and written communication skills
- Is confident, enthusiastic, flexible and able to work effectively as part of a team
- Demonstrates initiative and is willing to go the extra mile when required
- Is highly organised and able to prioritise a busy workload in a fast-paced environment
- Has experience working within an educational environment, which would be desirable

In return we offer:

- A vibrant and collaborative team
- A school where wellbeing is a core component of our everyday practice
- Excellent professional development opportunities
- Local Government Pension Scheme, including generous employer contributions.
- Free on-site parking
- Discounts at retailers, a cycle to work scheme and a free flu vaccination
- Priority school admissions for staff children: In accordance with our admissions policy, children of staff receive priority for entry to Heathside Weybridge. To qualify, the staff member must have been permanently employed (full- or part-time) for at least two years at the time of application or recruited to a government-defined skill-shortage post.
- Access to free on-site gym

Closing date: Monday 21st September 2026 at midday

Interviews: w/c Monday 21st September 2026

Applications will be considered as they are received, we reserve the right to make an appointment prior to the closing date.