



RECRUITMENT PACK

Data, HR & Compliance Assistant



ROUNDHAY
SCHOOL

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Job Application Pack

Data, HR & Compliance Assistant

*Secondary – Permanent – Full Time (37 hpw) - TTO+5 - C2 Scale Points 15-19
(£25,824-£27,576 Actual Salary (Depending On Experience)) – Start ASAP*

We are looking to recruit a highly organised and dedicated Data, HR & Compliance Assistant to join our fantastic school. You will provide effective confidential administration support for a range of complex, sensitive and time critical issues in the areas of assessment, HR, recruitment and compliance. The post holder will ensure meticulous record keeping helping support the school to be compliant with current legislation and regulatory frameworks. You will be willing to do 'whatever it takes' to ensure our pupils/students reach their full potential.

To apply, please click on the link below to be directed to our online recruitment system

[Vacancies At Roundhay All-Through School, Leeds](#)

Further guidance on making an application, as well as information on our school is provided at the end of this job pack and at our vacancies page using the link above.

Please remember to detail in your application your experience, the impact your appointment will make in terms of raising standards at Roundhay School and why you are the ideal candidate. All gaps in employment must be clearly accounted for. Please also be aware that we are not permitted to accept CVs.

The application deadline for this position is 23.59 on Friday 24th April 2026. Please note, we encourage early applications and reserve the right to close this vacancy at any time.

For our Ofsted Report:

[Roundhay School - Open - Find an Inspection Report - Ofsted](#)

Roundhay School Statutory Information (including our Safeguarding & Child Protection Policy):

[Statutory Information - Roundhay School](#)

To view our Sixth Form Prospectus:

[Admissions - Roundhay School](#)

Roundhay School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff, volunteers, visitors and contractors to share this commitment. All employment offers will be subject to pre-employment checks including references, an enhanced DBS check, online search and other relevant checks in line with statutory guidance.

Welcome

Dear Prospective Applicant,

Thank you for expressing an interest in the advertised position at Roundhay School.

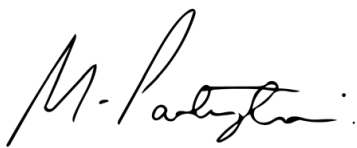
We are looking for an enthusiastic and committed colleague who is willing to do **'whatever it takes'** to ensure that our amazing pupils get the very best school experience. As one of the first all-through schools, educating children from 4 to 18 with an outstanding Sixth Form of 500+, we are absolutely dedicated to continuing to improve in all areas. Despite our impressive results and history of success, we continue to have unrelenting ambition for the young people we serve, and you will not find the slightest hint of complacency.

Our truly comprehensive community reflects the cosmopolitan nature of Leeds, which we see as a real strength of the school. We also pride ourselves on having a strong ethos and our work is centred around our core values of being **Responsible, Resilient and Ready to Learn** and what it means to **be Roundhay**. We place real emphasis on traditional values of being respectful, wearing uniform with pride, having good manners, and showing gratitude. As a result of this approach, you will find a school which has the highest standards of behaviour, a calm atmosphere, and very positive staff-pupil relationships. We see this as everyone's responsibility and all staff, including those who are not classroom based, help support and uphold these values with our pupils.

Any member of staff joining our school will be offered a very warm welcome and unwavering support in all that you do. We genuinely value our staff and place real emphasis on staff induction, continuing professional development and wellbeing. Despite our size, we have an incredibly low staff turnover, which is clear evidence that Roundhay School is a remarkable place to work and learn, where staff morale is incredibly high.

If you share our desire to make a difference to the life chances of our pupils and feel that Roundhay School is the right community for you, we would very much welcome your application!

Yours faithfully,



Matthew Partington
Executive Headteacher



Job Description – Data, HR & Compliance Assistant

Secondary – Permanent – Full Time (37 hpw) - TTO+5 - C2 Scale Points 15-19 (£25,824-£27,576 Actual Salary (Depending On Experience)) – Start ASAP

Purpose of the job: To provide effective confidential administration support for a range of complex, sensitive and time critical issues in the areas of assessment, HR, recruitment and compliance. The post holder will ensure meticulous record keeping to help support the school to be compliant with current legislation and regulatory frameworks.

Accountable to: Director of Operations in the first instance, whilst this new role is introduced. Work will be assigned by colleagues in the wider Assessment and HR teams and the line management structure may therefore evolve over time.

This job description and allocation of particular responsibilities may be amended through appropriate consultation from time to time.

Main responsibilities:

Recruitment

- Support recruitment and selection processes and decisions, always ensuring compliance with KCSIE Safer Recruitment guidelines and best practice, including the checking of applicant references and administering online searches.
- Manage vacancy applicants using the school's Recruitment software (MyNewTerm).
- Monitor incoming and outgoing Recruitment emails, ensuring all communications are handled promptly and professionally.
- Process and evidence Right To Work checks as requested, ensuring follow-up actions are taken where the permissions are approaching expiry.

Staff Absence (sickness/special leave and family leave)

- Ensure staff absence (sickness or special leave) is managed in line with policy, accurately recorded within the relevant systems, and supporting evidence obtained.
- Ensure fit notes are obtained as required for all absences exceeding 7 calendar days.
- Ensure Return To Work meetings take place following any period of sickness absence, saving forms to electronic HR files and flagging any issues (such as non-completion) to senior HR colleagues.
- Maintain accurate records of family leave (maternity/paternity/adoption/shared parental leave) ensuring staff accurately complete and return relevant forms within required timescales.
- Produce reports of staff absence, as required.
- Manage and monitor incoming and outgoing Staff Absence email, ensuring all communications are handled promptly and professionally.

HR Casework/Advice

- Provide confidential administrative support to senior leaders and HR colleagues for a wide range of HR operational casework, including (but not limited to) absence management, disciplinary, capability and grievance. This may include:
 - minuting meetings/preparing meeting summaries of HR meetings led by others
 - compiling information, letters or communications to support meetings/processes
 - supporting senior leaders and governors in fulfilling the school's policy and procedures
 - maintaining accurate records of complaints and actions

Employee Records/Systems

- Support the processing of new starters and leavers in conjunction with the Finance team, ensuring the relevant documentation and paperwork is processed in a timely manner.
- Inform relevant teams of staffing changes (IT, Estates, Safeguarding Teams and Office).
- Support the completion of pre-employment and exit questionnaires, collating responses, and highlighting issues or trends to senior HR colleagues.
- Ensure annual staff declarations regarding health and safety, safeguarding and administration procedures are collated in a timely fashion and followed up with new employees.
- Maintain accurate and structured electronic personnel files and records using established systems.

- Maintain and develop accurate records of working patterns, annual leave and plus days.
- Maintain up to date staff lists from payroll reports.
- Maintain accurate training records for employees, alerting relevant colleagues promptly when training requires renewal.
- Ensure external providers (such as our Employee Assistance provider) have accurate records of staff who may access their services, also enabling Finance to invoice for these services accurately.
- Support the performance management processes within school by ensuring that the necessary systems are maintained and supporting senior leaders in extracting information.
- Support the arranging of confidential staff appointments with our external Supervision provider, maximising the occupancy of allocated appointment slots and maintaining accurate records of attendance to enable Finance to invoice correctly.

Data protection

- Provide administrative support to the HR & Compliance Manager across a range of areas related to current data protection law including:
 - Gathering and redacting information for subject access requests
 - Compiling information for Freedom of Information requests
 - Supporting in implementation of data retention schedules
 - Maintaining the relevant logs

Governance

- Provide clerking services for governor meetings (inside and outside the school day) as required, ensuring minutes and records are shared promptly
- Provide support with the management of complaints which could include:
 - compiling information to support investigations
 - supporting senior leaders and governors in fulfilling the school's policy and procedures
 - maintaining accurate records of complaints and actions

Assessment and Statutory returns

- Assist the Director of Operations with the termly School Census returns
- Work with the Assessment Manager and relevant colleagues to compile and submit data returns according to the local authority schedule
- Support senior leaders, working with the Assessment Manager, in completing checks on external results data and submitting requests for additions, removals and updates
- Ensure relevant staff are aware of the deadlines associated with all such returns, and ensure all submissions are made within published timescales
- Support the Assessment Manager following internal data collection and the release of external assessment results to process and prepare data for release to pupils/students, parents, colleagues and other stakeholders.

Other/Wider Contribution

- Ensure all work is consistently completed in compliance with the school's HR policies and procedures, exemplifying the staff code of conduct at all times.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Recognise own strengths and areas of expertise and uses these to advise and support others
- Participate in meetings, appraisal, training, and other developmental activities as appropriate
- Undertake reasonable requests from senior leaders and contribute to the overall ethos, work and aims of the school as outlined in the School Development Plan.
- Prioritise own work to meet conflicting deadlines, whilst working flexibly and positively across departments and job roles if necessary to ensure the very best provision.
- Support the operation of the school as a fire marshal and/or first aider.
- Be aware of, and comply with, policies and procedures relating to child protection, safeguarding, data protection and health & safety ensuring all concerns are reported to a designated person in a timely manner

Roundhay School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff, volunteers, visitors and contractors to share this commitment. All employment offers will be subject to pre-employment checks including references, an enhanced DBS check, online search and other relevant checks in line with statutory guidance.

Person Specification – Data, HR & Compliance Assistant

Secondary – Permanent – Full Time (37 hpw) - TTO+5 - C2 Scale Points 15-19 (£25,824-£27,576 Actual Salary (Depending On Experience)) – Start ASAP

To effectively undertake the role, the successful candidate should possess the following attributes (identified via the application form, qualification certificates, interview and references as appropriate).

Qualifications/Training	Essential/Desirable
5 GCSE grades A*-C/9-4 or equivalent, including English and Maths	E
A Levels or equivalent level 3 qualification	E
Degree or equivalent level 5 qualification or membership (e.g. CIPD)	D
Willing to undertake further work-related training/continuing professional development	E
Experience/Knowledge	
Experience of a similar administrative role in an educational or professional setting	E
Experience of handling sensitive information and understands importance of always maintaining confidentiality and security of this	E
Experience of maintaining accurate records/logs and systems with the ability to extract, analyse and clearly present data in appropriate reports	E
Experience of note taking in meetings of a complex and confidential nature	E
Prioritises own workload to meet deadlines, demonstrating flexibility to respond to changing demands	E
Experience of using Microsoft office applications (notably Word and Excel) effectively	E
Knowledge and experience of using any of: SIMS (Schools Information Management System), iTrent (Payroll system) and/or MyNewTerm (Recruitment system)	D
Personal Skills/Qualities	
Excellent communication skills (both written and spoken)	E
A successful team player who works collaboratively as well as using initiative	E
Maintains high levels of confidentiality, discretion and professionalism at all times	E
Meticulous attention to detail and accuracy	E
High levels of organisation and time management with the ability to prioritise and ensure a focus on key issues	E
Flexible, with a "can-do" attitude	E
Safeguarding Children	
Demonstrates a commitment to safeguarding, always maintaining appropriate relationships and personal boundaries with children/young people, demonstrating emotional resilience when working with challenging behaviours and appropriate attitude to the use of authority to maintain discipline.	E
Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children and young people.	E

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School Overview

Our Mission Statement

Roundhay School is all about its pupils and we will do **'whatever it takes'** to ensure that each one reaches their full potential. We will never put limits on what our pupils can achieve, regardless of background or circumstance. Our focus on developing character, instilling confidence and a love of learning whilst teaching the importance of kindness, manners, and respect. We want all our pupils to make a positive contribution to school life and society, continuing to learn and develop for the rest of their lives.

Always responsible. Always resilient. Always ready to learn. Always Roundhay.

Our Pupils

The school population reflects the cosmopolitan nature of modern Leeds. The pupils come from a very wide variety of socio-economic and ethnic backgrounds; more than 27 languages are represented, with around 60% of our pupils drawn from the black and ethnic minorities. This gives the school great strength in its many endeavours and relationships.

'Pupils thrive academically and personally at Roundhay School'. Ofsted

We currently have around 2500 pupils in this 4-18 co-educational community comprehensive school, making it one of the largest within Leeds. Our specialist Dyslexia Base, our SEN provision, and our 500+ strong and very successful Sixth Form (one of the biggest in the region) are just some of our many strengths.

'Pupils behave very well'. Ofsted

'Pupils show exceptional levels of respect for others'. Ofsted

In September 2012 we became one of the first 'all-through' schools in the region, growing with a new intake every year. Our first primary cohorts joined up with the secondary aged pupils in September 2019. We have a separate £4.8 million purpose built Primary Campus located just a mile away from the Secondary Campus.

We are proud of our examination success at all key stages. At our Sixth Form, over 35 qualifications (including A Levels, BTECs and Cambridge Technicals) are taught and with excellent achievement we find that the majority of our students are able to progress to higher education including students going to Oxford and Cambridge Universities.

We have the highest expectations of every pupil and strive to achieve high standards in all that we do, both academically and socially.

'The school aspires for all pupils to be 'Recognisably Roundhay – responsible, resilient, and ready to learn'. This is something that pupils live out daily.' Ofsted

Our Staff

'Staff know each pupil individually. They work tirelessly to provide exceptional support'.
Ofsted

We are fortunate to have highly committed, professional, and friendly staff, who have worked hard and successfully to establish a thriving learning community. Many staff have sent, or currently send, their own children to Roundhay, which is a real vote of confidence.

We also have other pupils who come from families with parents professionally involved in education, which helps to keep us on our toes! We take seriously the professional development of all our staff. As a school, we are heavily involved in Initial Teacher Training and are a strategic partner within a Teaching School Alliance (Red Kite) which involves sharing outstanding practice across four local authorities. School improvement and self-review are central to our drive to raise standards. We have around 270 staff, both associate and teaching, who work very hard as a team to ensure they support both the pupils and each other.

'The school has a 'whatever it takes' approach'. Ofsted

Our Location

The school's two campuses are situated in north-east Leeds, adjacent to Roundhay Park, and are surrounded by highly sought-after owner-occupied houses. The settings can only be described as impressive. The schools' grounds are magnificent; the campuses cover over 30 acres of parkland combined. We also serve some of the most economically and socially deprived areas of the city, as well as more favoured wards, giving us the rich mix of pupils that makes us a 'true comprehensive'. Currently, around 21% of our pupils are classified as being Pupil Premium children with 15% currently entitled to free school meals.

'All adults have a relentless focus on identifying and addressing barriers to learning to help all children to succeed'. Ofsted

Our Facilities

We have very good facilities, and since our Secondary Campus was rebuilt in 2004, we continue to invest heavily in ICT and in improving facilities to enhance the learning and teaching experience of pupils and staff alike. We expanded with a £4.8 million purpose built Primary campus in 2012 and a £12 million Pavilion building and artificial pitch on the Secondary site in 2017.

'Across the school, teachers have a shared understanding of the high-quality teaching approaches that best support pupils learning'. Ofsted

Our School Organisation

Our separate Primary Campus introduces two forms each year and houses upwards of 420 children. The Primary school day starts at 8.55am and ends at 3.20pm.

At our Secondary site, pupils are grouped for registration and for Personal, Social, Health and Citizenship Education in mixed-ability form groups. For teaching purposes, pupils are placed in a variety of groupings as appropriate, including setting and some mixed-ability grouping. Lessons at the Secondary Campus are 50 minutes in length, six per day, although the vast majority are double lessons. The secondary school day commences at 8.20am and finishes at 3.00pm, followed by extra-curricular activities.

'The expectations for what pupils will know and be able to do at the end of each stage of education are exceptionally high'. Ofsted

Our Pastoral Organisation and Leadership

Each campus (Primary and Secondary) has a Head of School. At the Secondary Campus Years 7, 8, 9, 10 and 11 are led by Heads of Year, assisted by teams of tutors, and overseen by member of the Leadership Team. Our Assistant Headteacher: Director of Sixth Form and her team are supported by Academic Mentors.

There is a strong tradition of support for both pupils and colleagues. Our Academic Support Tutors, Mentors, Behaviour Support workers and Raising Achievement teams have had a powerful effect on the positive implementation of our social inclusion strategies.

'Leaders act with a relentless moral purpose. They are committed to supporting every pupil and member of the staff team. They actively seek ways to manage staff workload and well-being. Staff are proud to work in this exceptional school'. Ofsted

Our Extra-Curricular Activities

We have a thriving and exceptional programme of music, drama, sports teams, outdoor pursuits, residential, art events, enrichment days and charity events! Everyone contributes, as we feel that it is a vital part of our role in developing the potential of all our pupils and building a cohesive community.

Our Community Links

The school has excellent links with the communities it serves and actively seeks to widen these. We believe that this vital 'citizenship work' demonstrates our ethos as a school, where courtesy, co-operation and commitment are more than just words!

School Policies

Our school policies, are available on our website or from the school upon written request. Our Sixth Form Prospectus and Ofsted report are also available to download from our website.

Safeguarding and Child Protection

Roundhay School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff, volunteers, visitors, and contractors to share this commitment. All employment offers will be subject to pre-employment checks including references, an enhanced DBS check, online search, and other relevant checks in line with statutory guidance.

We have a designated senior member of the Leadership Team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.

Whistle Blowing

Our policy is to ensure that all staff are able to raise concerns about a danger, risk, malpractice or wrongdoing which is in the public interest in the knowledge that they will be protected from any potential reprisals.

Code of Conduct and Personal Behaviour

The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and to protect the wellbeing of all its employees and pupils. The Headteacher and Governing Body regard everyone working at our school as a role model to our pupils. As such, employees should conduct themselves with integrity, impartiality, and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional values of the Teaching Regulation Agency, and the school considers the principles to apply to all staff employed at the school.

Equality and Diversity

Roundhay school is committed to providing an environment free from discrimination, bullying, harassment, and victimisation where all members of its community are treated with respect and dignity. The school aims to create a culture of diversity within its community, providing a dynamic working and learning environment, where all members are valued for their contribution.

Smoking Policy

Roundhay School is a no smoking building and site and all staff must adhere to this policy.

Online Safety and Acceptable Use Policy

We encourage the use of ICT across the curriculum. On appointment, staff agree to abide by the above policy.

How To Apply

We have partnered with MyNewTerm for our online recruitment system. Further information on using the MyNewTerm system may be found here [Candidate FAQs | MyNewTerm](#)

1. To view our vacancies, please go to [Vacancies At Roundhay All-Through School, Leeds](#) where all our current vacancies are listed. Further detail on the role and our school is provided in the 'Job Pack'; a PDF attached to each vacancy. This sets out the full details of the position as well as the essential qualifications, skills and experience we require applicants to evidence in order to be successfully shortlisted for interview. Please note that we are not permitted to accept CVs.

2. Once you have clicked the link above (in step 1), to apply for one of our vacancies, simply click on the green 'Apply Now' button at the top of the job advert. This will then take you to log into your MyNewTerm job account (if you are not already logged in) and prompt you to complete your profile. Once your profile is complete, you will then continue to complete your application followed by declarations, before submitting your application to us.

3. We urge you to complete your application as fully as possible and submit this as soon as you can prior to the closing date please. We do sometimes close our vacancies early if we have had a good response, after which time we would not usually accept further applications.

4. Once you have submitted your application, you will receive an email acknowledgement, and you will be contacted in due course to let you know if you have been successfully shortlisted. The status of your application will be available to view on your MyNewTerm account.

Important notes:

Within your application, you should provide details of your education and your full employment history, including details of any unpaid or voluntary work. You should also evidence how your skills, knowledge and experience meet the person specification for the role you are applying for. Please also outline the impact your appointment will make in terms of raising standards at Roundhay School and why you are the ideal candidate.

All gaps in employment must be clearly accounted for, and where these do exist, you must clearly explain the reasons why and outline what you were doing during this time.

Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. Details of the interview programme will be confirmed to shortlisted candidates after the closing date.

Whilst we aim to respond to all applications in a timely manner, if you have not been contacted within one month of the closing date, please assume you have not been shortlisted. Due to the volume of applicants, we regret that we do not give feedback to non-shortlisted candidates.

Use of Artificial Intelligence (AI) in applications: AI can be a useful tool to support your application, however, all examples and statements provided must be truthful, factually accurate and taken directly from your own experience. Where plagiarism has been identified (presenting the ideas and experiences of others or generated by AI as your own) applications will not be considered.

Maps are available to download for our Primary and Secondary sites from our website or by clicking on this link [Contact - Roundhay School](#) Please note the Secondary Campus entrance is on Old Park Road, and if you use Sat-Nav, please use the post code LS8 1JT.

If you have any questions, or require any adjustments to assist you with the recruitment process, please contact us at recruitment@roundhayschool.com and we will do our very best to assist you.