



Langley
SCHOOL



Brief for the position of

HUMAN RESOURCES ADMINISTRATOR

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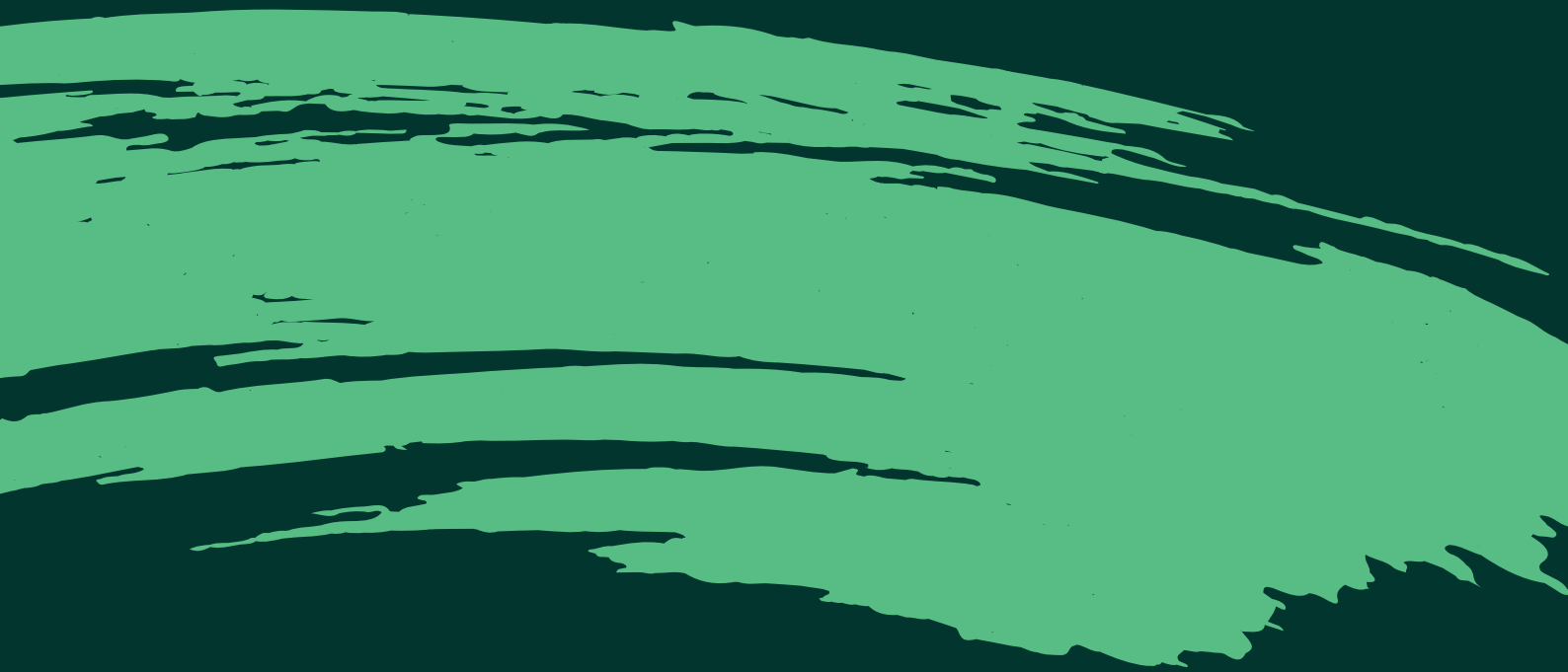
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01 BACKGROUND

Thank you for your interest in this exciting opportunity here at Langley School. We are seeking a **Human Resources Administrator to join our HR Department at Langley School, Loddon.**

We are proud to have a vibrant educational community that is nestled in the picturesque Norfolk countryside. Our school is placed where tradition meets digital innovation and where every pupil is valued and encouraged to thrive.

From our youngest learners just beginning their journey in Nursery, to the ambitious young adults joining our Sixth Form, Langley School offers a nurturing environment that fosters growth, learning, and discovery.

Our expansive campuses provide the perfect backdrop for this adventure, offering over 100 acres of green space at each site for our pupils to explore and enjoy.

At Langley, we believe in the power of opportunity and the pursuit of excellence. Our core values - **kindness, confidence, curiosity, and integrity** - are the pillars that support every aspect of school life. We are dedicated to equipping our pupils with the skills they need to navigate the complexities of the modern world, such as creativity, resilience, and adaptability.

If you feel that you have the professional skills to join our dynamic team, then we look forward to receiving your application.



02 ABOUT LANGLEY

Langley is a co-educational, inclusive, day and boarding school from 6 months to 18 years old. We are fortunate to be set on two enviable 100+ acre countryside sites: the Pre-Prep and Prep school are based in Taverham; the Senior school and Sixth Form are just outside Loddon. Both sites have their own Nursery provision from 6 months to 5 years old which staff members use and enjoy. Funded hours are accepted across all EYFS age groups.

These stunning, green campus locations are a wonderful canvas that allow children space to breathe and grow, as well as enjoying the benefits of being on the doorstep of the vibrant and dynamic city of Norwich.

We are one of only nine HMC schools in Norfolk and Suffolk and offer day, flexi, weekly and full boarding.

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- 1 Langley Prep School, Taverham
 - 2 Langley Senior School, Loddon



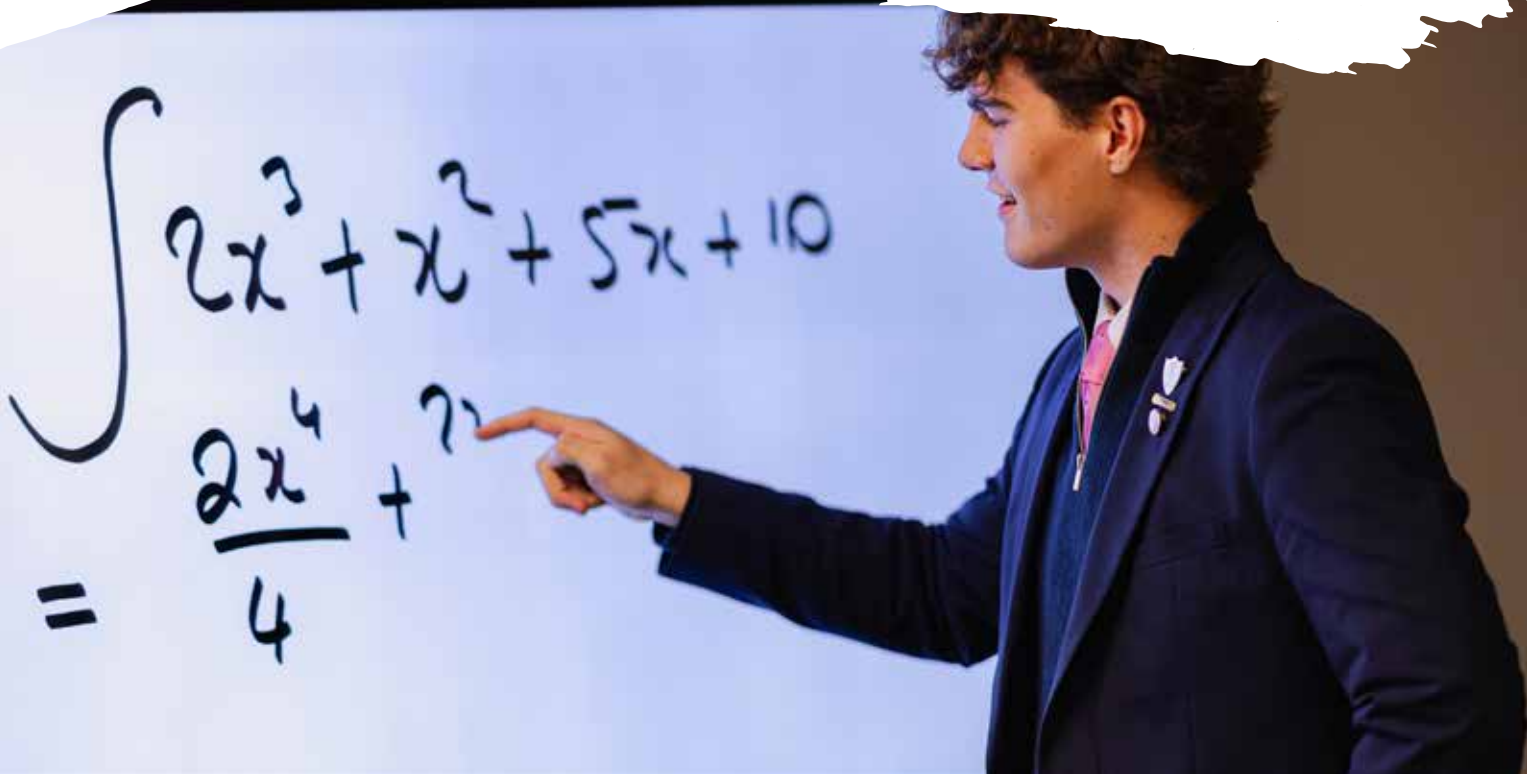
03 THE ROLE

Site:	Langley School, Loddon, NR14 6BJ
Reporting to:	Head of HR
Hours:	Full time 37.5 hours per week, 52 weeks per year
Salary:	£28,879.50 per annum (SS12)
Contract type:	Permanent

Langley School is seeking to appoint a full-time HR Administrator to join the HR team. This is a wonderful opportunity for a pro-active and committed administrator to play a key role in the successful operation of a busy HR team, in support of the school's 250+ employees.

The successful candidate will be self-motivated, discreet, trustworthy and have a high level of attention to detail. The role would suit someone with strong time-management, IT and organisational skills and a flexible approach to work.

Langley is a truly special place to work. With dedicated colleagues, a supportive parent body, and curious, motivated pupils, our school community is both stimulating and welcoming. We take great pride in our sense of family and the strong sense of belonging that unites us.



04 PURPOSE & JOB SPECIFICATION

This Job Description covers the principal tasks required of the role and is not necessarily a complete list of everything required for the full professional discharge of duties. Key responsibilities include:

- Liaising with the Marketing department to develop role profiles.
- Posting job vacancies on the school's ATS and relevant websites.
- Organising interviews for hiring managers.
- Ensuring necessary staff members are Safer Recruitment trained.
- Generation of ID passes and key fobs for New Starters, liaising with Digital Services.
- Notifying the relevant departments when New Starters are joining the school to organise necessary training.
- Drafting and issuing of New Starter contracts, offer letters and onboarding documentation.
- Conducting DBS and Pre-Recruitment checks.
- Liaising with New Starters to ensure efficient and correct recruitment.
- Reviewing probation periods, ensuring Line Managers are aware of deadlines.
- Keeping employee details up to date on the HR management system.
- Maintaining Single Central Record (SCR).
- Generating draft letters for the workforce (e.g. National Minimum Wage and Pay Increase).
- Drafting and issuing of letters such as maternity/paternity, redundancy, dismissal, probations.
- Keeping employee files (digital and physical) up to date and approved.
- Drafting and issuing of Service Occupancy Agreements (SOAs).
- Monitoring HR email inbox.
- Digitising personnel files.
- Taking notes in HR related meetings.
- Drafting and issuing of contract amendment letters and resignation acceptance letters.
- Reviewing staff absence and flagging to Line Managers where staff have hit triggers.
- Drafting payroll sheets for new starters, leavers and contract amendments.
- Other tasks that are reasonably asked of you in line with your job role



05 SKILLS & EXPERIENCE

The below person specification outlines the skills and experience we are seeking for this role.

- ✓ Have a genuine interest in developing a career in Human Resources
- ✓ Strong administration skills
- ✓ Strong IT skills (specifically Microsoft Packages)
- ✓ High level of attention to detail and accuracy
- ✓ Able to work with confidential information with discretion
- ✓ Confident communicator
- ✓ Trustworthy with values aligning with those of the school
- ✓ Ability to prioritise own workload and keen to deliver an efficient service to the business
- ✓ Strong time-management and organisational skills
- ✓ Driven, self-motivated and keen to learn
- ✓ Able to work as part of a small team
- ✓ Ability to remain professional in all situations



06 CANDIDATE BENEFITS

The successful candidate will enjoy the following benefits from the commencement of their employment:

- ✓ Professional development and ongoing CPD through internal and external training
- ✓ 24/7 access to the school's comprehensive Employee Assistance Programme, offering support for personal and professional well-being
- ✓ Free school lunches during term time working days
- ✓ Death in service benefit (3 x annual salary)
- ✓ Access to Private Medical Insurance scheme
- ✓ Workplace pension scheme with Royal London
- ✓ A competitive salary, commensurate with experience
- ✓ Fee remission for children enrolled at Langley school
- ✓ A collaborative and supportive team
- ✓ The opportunity to help shape a school community
- ✓ Beautiful school grounds and a committed, talented staff body

TERMS AND CONDITIONS

The starting salary for this role will be competitive and commensurate with the successful candidate's qualifications and experience.

Please note that Langley School reserves the right to interview and appoint candidates prior to the closing date of the application process.

PRE-EMPLOYMENT CHECKS

All offers of employment are conditional and appointments are subject to the receipt of two satisfactory references, in addition to child protection screening, including checks with previous employers and the Disclosure and Barring Service.

07 HOW TO APPLY

Please note that all information within your application will be treated confidentially. In line with GDPR, we ask that you do not send us any information that can identify children or any of your Sensitive Personal Data.

Applications should be received no later than 8am on:

Monday 17th August 2026

Shortlist interviews shall take place:

From 19th August onwards

Please submit an application form using My New Term outlining your suitability for the role. Please note that CVs will not be accepted as a substitution but may be submitted in addition to the application form in order to supply additional background information.

Please email your CV to HR@langleyschool.co.uk if you do wish to send it across and note that all information within your application will be treated confidentially.



A dark teal silhouette of a castle with three towers and a central battlement, set against a lighter teal background.

Langley School
Langley Park
Loddon
NR14 6BJ
0044 1508 520 210

A dark teal silhouette of a train with a locomotive and several passenger cars, set against a lighter teal background.

Langley School
Taverham Hall
Taverham
NR8 6HU
0044 1603 868 206

Langleyschool.co.uk

hr@langleyschool.co.uk