

UPPINGHAM

Role Description

Job Title: **Apprentice People (HR) Coordinator (Level 3-5)**

Job context

Uppingham School, founded in 1584, is a leading co-educational independent boarding school which runs 24/7 in term-time. It has a strong academic profile and excellent pastoral care with an international reputation, and state-of-the-art science, sports and music facilities. Its c. 800 pupils, aged 11-18, are accommodated in 15 boarding houses, taught by over 20 academic departments, and participate in numerous extra-curricular activities such as sports, music, and drama. The academic programme is supported by business units responsible for marketing, estates, finance, HR, IT, operations (catering, cleaning, and procurement), health and safety, and the School's trading subsidiary. The School employs c. 550 staff.

Uppingham is committed to Equality, Diversity and Inclusion and welcomes applications from anyone who feels they could fulfil the role.

Job purpose

To begin a rewarding career in People Operations through combining on-the-job experience, mentoring and support with formal training, leading to a nationally recognised qualification.

To provide structured, accurate, and system-driven support to the People function, with a primary focus on the development, integrity, and optimisation of the School's HR Information System (HRIS – iTrent) and the consistent delivery of People operations and administration.

This role is critical in ensuring that People data, processes, and workflows are reliable, audit-ready, and efficiently managed, supporting a high-performing and compliant People function.

Responsibilities

To develop the skills and knowledge required to manage day-to-day people queries and provide People Operations advice, supporting a broad range of HR activities across the employee lifecycle, from transactional processes to advisory support, while assisting in the effective management of the HR Information System (HRIS).

HRIS Development, Maintenance & Optimisation

- Support the ongoing build and configuration of the HRIS (iTrent), including modules such as employee records, absence, onboarding, and training
- Assist in system testing, data migration, and validation activities during HRIS development phases
- Maintain high-quality data through regular audits, reconciliations, and error correction
- Support the creation and maintenance of standardised workflows (e.g. onboarding, contract changes, approvals)
- Participate in monthly routine and ad hoc data reports (e.g. headcount, absence trends, compliance tracking)
- Identify opportunities to improve system use, reduce manual processes, and enhance reporting capability
- Maintain clear process guidance and user documentation for HRIS activities

Data Integrity & Compliance

- Maintain people data, ensuring all records are accurate, complete, and up to date
- Maintain the Single Central Register (SCR) in line with statutory safeguarding requirements
- Ensure all data is handled in accordance with GDPR and School data protection policies
- Audit employee files (digital and paper) to ensure they are complete and inspection-ready
- Support internal and external audits by preparing and validating required data

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People Operations Delivery

- Provide consistent administrative support across the full employee lifecycle:
 - **Onboarding:** contracts, pre-employment checks, system setup
 - **In-life changes:** promotions, pay changes, contract amendments
 - **Offboarding:** leavers processing, exit documentation, system updates
- Undertake safer recruitment checks including references and DBS
- Monitor and support People Partners manage key operational timelines (probation reviews, appraisal cycles, contract renewals)
- Support payroll processes through the accurate and timely submission of data changes
- Manage and triage the People inbox, ensuring queries are responded to or escalated appropriately

Process & Workflow Management

- Execute repeatable administrative processes with consistency, accuracy, and efficiency
- Support the documentation and continuous improvement of standard operating procedures (SOPs)
- Identify inefficiencies or duplication in processes and propose improvements
- Support the transition from manual to **system-led processes** across the People function
- Ensure all processes are delivered to a high standard and within agreed timelines

General Support

- Provide first-line support to staff queries, ensuring a professional and helpful service
- Support People projects (e.g. HRIS updates and upgrades, policy rollouts, reporting improvements)
- Work collaboratively with Payroll, Finance, and departmental stakeholders

Note

This Role Definition is not an exhaustive list of what may be expected of you in the role. It is non-contractual and may be amended by the School from time to time. Colleagues are required to comply with all of Uppingham School's Health, Safety and Environmental policies.

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Terms and Conditions

Start date	ASAP
Department	People and Culture
Contract type	Apprenticeship
Reporting to	Head of People Operations
Hours of work	35 hours per week, Monday to Friday, 9am-5pm
Salary	National Apprentice Minimum Wage
Annual leave	30 days plus Bank Holidays
Benefits	<ul style="list-style-type: none">• Free Westfield Healthcare• Free membership of dual-use Sports Centre (£25 annual joining fee)• Free staff lunches in term-time• School fee discount for children of Uppingham staff (pro-rated for part-time staff)• Retail, gym, supermarket, cinema and restaurant discounts• Cycle to work scheme• Employee Assistance Programme• Occupational Health Services• Free annual flu jabs• Recognised as a “Disability Confident” employer• Recognised as a “Mindful” employer• Favourable rates and terms with local nursery• Complimentary staff ticket to selected School performances• Discount at local coffee shop for Uppingham staff

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Essential and Desirable Criteria

	Essential	Desirable
Person Specification		
Strong digital capability and confidence working with systems (e.g. Excel, databases, HR systems)	✓	
Exceptional attention to detail and accuracy, particularly with data entry and validation	✓	
Comfortable working with repetitive, process-driven tasks requiring consistency	✓	
Highly organised with the ability to manage multiple workflows and deadlines	✓	
Strong written and verbal communication skills	✓	
Interest in HR systems, data, or process improvement		✓
A knowledge and understanding of databases and the ability to manipulate data held		✓
Previous experience in an administrative or data-focused role		✓
Understanding of data protection principles		✓
Experience in the school or educational sector		✓
Personal Attributes		
Methodical, structured, and disciplined approach to work	✓	
Strong sense of accountability for data quality and outputs	✓	
Curious and proactive in improving processes and systems	✓	
Discreet and trustworthy when handling confidential information	✓	
Resilient and able to work at pace in a structured environment	✓	

Success Measures (First 6–12 Months)

- Maintains high data accuracy standards across the HRIS (minimal errors identified in audits)
- Demonstrates confidence in core HRIS processes and workflows
- Delivers operational tasks on time and to a consistent standard
- Contributes to process improvements or efficiencies within the People function
- Builds strong working relationships across stakeholders

Safeguarding

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and

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always ensure compliance with the School's Safeguarding (Child Protection) Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Designated Safeguarding Lead or to the headmaster.

How to apply

To apply, please visit our employment opportunities page online <https://www.uppingham.co.uk/about/employment-opportunities>. You will be taken to our recruitment portal, My New Term, where you will need to follow and complete the application details.

If you have any queries regarding this role or require support with your application, please contact the People Team at recruitment@uppingham.co.uk

Application closing date

The deadline for the post is: **31 July 2026**.

Please note we will be interviewing for this position on a rolling basis and we reserve the right to close this vacancy early once we have received an adequate number of applications therefore, we encourage early submissions.

Shortlisting

Unfortunately, due to the volume of applications we are unable to acknowledge all applications. Therefore, if you have not heard from us within 21 days of the closing date, then please assume your application has been unsuccessful on this occasion.