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Welcome

We are delighted that you are thinking of applying to work at this wonderful, vibrant and historic school.

Life at St Peter's is busy and this is a place where dedicated colleagues work hard in a friendly, supportive environment. The sense of community and collegiality is often referred to as a key strength of St Peter's alongside opportunities for personal and professional development. This is a school where excellent delivery is expected and where skills, interests and values are equally important. We want our whole school community to inspire the children we educate.

St Peter's consistently achieves outstanding academic results in A Levels, GCSEs and value added but our education goes beyond just academic achievement. Our pupils are nurtured, challenged and encouraged to have a fulfilling time at school and to make a positive impact on their world. All of our staff play a part in their journey.

We hope that you are inspired to join us and look forward to receiving your application.

Kind regards
Jeremy Walker
Head Master



Executive Summary

Founded in 627AD, St Peter's is the fourth oldest school in the world with a strong tradition of providing outstanding educational opportunities for its pupils.

Proudly located on a 50-acre riverside campus just 10 minutes' walk from the centre of York, St Peter's is an over-subscribed co-educational, day and boarding school which achieves outstanding examination results alongside an extensive co-curricular programme.

The School was named TES Independent School of the Year for 2021, as well as Pre-Prep School of the Year for a second time having previously won the award in 2018.

About St Peter's School

St Peter's was founded by St Paulinus of York on the same site as York Minster in 627 AD. In the sixteenth century, the School was given a Royal Charter by Philip and Mary and, in 1575, the School's most infamous pupil, Guy Fawkes, attended St Peter's.

The School's connection with Guy Fawkes continues, with its campus in the Clifton area of York acquired in 1844 situated on land once owned by the Fawkes family. The School continued to evolve in the twentieth century, starting with the acquisition in 1901 of St Olave's Prep School. In 1976 the first girls were admitted to the School in the Sixth Form, and in 1987 St Peter's became co-educational at all levels. In 1994 the School purchased Clifton School and Nursery, enabling St Peter's to provide a seamless, continuous education from ages 2 to 18.

Our historic links with the Minster continue. In 2020 we became the choir school for York Minster, educating the boys and girls in the choir and supporting their busy schedule of rehearsals and services, alongside everyday school life. Members of the Chapter are represented on the Governing Body and the School is fortunate to use the Minster for annual events including the carol service, major concerts and prize-giving.

St Peter's sits at the heart of the community in York and Yorkshire with extensive links and connections. We are a key member of the York Independent State Schools Partnership, nationally regarded as a leader in the field, and host a variety of other events in partnership with the University of York and the York Literature Festival, alongside our own public lecture series. Plans for the future include increasing the number of pupils receiving assistance with fees and working more closely with the City of York Council and local schools.

Today, the whole school works together to deliver a dynamic, all-round education that develops the abilities and enthusiasm of each of the 1,200 pupils on roll.

The Head Master has overall responsibility for St Peter's, working closely with the St Peter's Leadership Team (SPLT) comprised of the Chief Operating Officer, Senior Deputy Head, Head of St Peter's 2-8 and 8-13, Director of Admissions, Marketing and Communications.

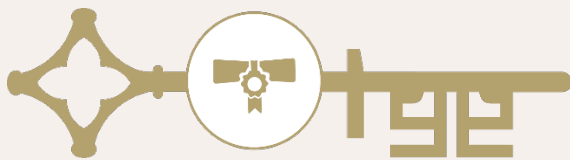


Aims and Ethos

Our aim is to prepare pupils to be successful and fulfilled in their adult lives, to be leaders with humility and to make a positive impact on their world. We define this as being able to make the most of their academic and personal potential, to have positive relationships in all aspects of their lives and to make an impact in their immediate communities and the wider world for the common good.

The Four Keys

St Peter's aims are achieved through the four Keys; qualifications, skills, interests and values.



Qualifications include excellent results in academic examinations and in wider areas such as music and drama examinations and the Duke of Edinburgh Award.



Skills developed through academic subjects are complemented by a broader range of skills required for a truly successful life. We are committed to offering our pupils a wide co-curricular programme to develop those skills not always attained in the classroom. These include those identified in the World Economic Forum's Future of Jobs Report (2020):

Emotional intelligence - Leadership - Social influence - Creativity - Originality - Initiative - Critical thinking - Persuasion and negotiation - Resilience - Flexibility - Complex problem-solving



Interests developed through the academic curriculum and the co-curricular are crucial in sustaining our pupils through their adult lives while fostering the acquisition of wider personal skills. As importantly, it makes them interesting people who add value to others.



Values are the hallmark and bedrock of a successful life, giving sustenance in times of prosperity and adversity. The values developed at St Peter's enable our pupils to make complex, moral decisions and give them the courage to carry them out. They are:

Friendship - Trust - Wisdom - Compassion - Endurance - Hope - Humility



Our School Structure

Currently St Peter's School is one school arranged over three sections: St Peter's Nursery, St Peter's Junior School and St Peter's Senior School.

St Peter's Nursery

In January 2027, St Peter's will open a year-round Day Nursery, operating 50 weeks a year, for babies from six months to children aged three. The Nursery will be based in The Rise, a beautiful Victorian property located on the edge of our campus.

Children will enjoy access to our 50-acre grounds, including dedicated outdoor play areas and Forest School, as well as specialist sessions in art, music, PE, and languages delivered by our teaching staff. Our Nursery will provide a safe, warm, and stimulating environment, underpinned by a progressive curriculum informed by research and evidence on child development and early years education. We are committed to ensuring every child experiences the joy and richness of a healthy, happy childhood.

Nursery roles will initially be based in our current Nursery for two terms before the new Nursery opens.

St Peter's Junior School

Educating children from Nursery to end of Year 6, St Peter's Junior School will be located on the southern part of the school campus. Whilst the Junior School has dedicated spaces for teaching, sports, performance, music, dining and much more, the school will also have full access to shared facilities for St Peter's School, such as the swimming pool, 50 acres of land and specialist facilities, as it does at present. Under the leadership of the Head of the Junior School and senior leadership team, the school will continue to deliver an internationally recognised, innovative curriculum alongside a huge range of activities and wraparound care.

As now, physical education and sport will remain hugely important to the Junior School and participation at all levels will be encouraged from complete beginners to budding experts. Music plays a central role in school life, involving the full range of orchestral instruments. There are also numerous co-curricular activities to choose from on a weekly basis. St Peter's is the Choir School for York Minster and choristers will be educated across the Junior and Senior School from Year 4.

St Peter's Senior School

The Senior School will educate children from Year 7 to the Upper Sixth, located on the northern part of the school campus, sharing some specialist facilities with the junior school. With a mix of day and boarding pupils, the school will continue to be underpinned by academic challenge characterised by a creative and collaborative app. Inspiration from living in close proximity to a cultured and historic city adds further richness to the pupils' lives. Our pupils achieve outstanding academic results alongside a busy and exciting schedule of academic extension and a huge co-curricular programme.

The School Chapel stands at the centre of the campus and regular services give pupils and staff the opportunity to reflect together on the spiritual values of the community and on the meaning and significance of what is happening locally, nationally and globally.

Music, Art and Drama are central to the cultural and academic depth of the School. The Sports programme is extensive, providing a wide range of choice for both girls and boys. The excellence of the teaching across all co-curriculars and exceptional facilities allows pupils to thrive.

The School's website and our most recent inspection reports can be viewed at www.stpetersyork.org.uk



About the Role

JOB DESCRIPTION

Post:	Human Resources Administrator
Department:	Human Resources
Responsible to:	Human Resources Business Partner
Hours of work:	Term time (34 weeks) - 37.5 hours per week - Monday to Friday 8.30 to 4.30 with half an hour unpaid lunch. School Holidays (18 weeks) - 30 hours per week. Monday to Friday 9.00 to 3.30 with half an hour unpaid lunch. Some flexibility can be offered on start/finish times.
Actual Salary:	c£28,300 p.a.

St Peter's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the school's Child Protection and Safeguarding Policy and Procedures at all times. The successful applicant will be required to undergo statutory pre-employment checks, including a Disclosure and Barring Service check.

Overall purpose of the post:

We are looking to appoint a HR Administrator to our HR department. The successful candidate will need to be organised, effective at prioritising their workload and have excellent inter-personal skills with the ability to communicate effectively at all levels. Although desirable, it is not essential that the successful candidate has HR experience although candidates must be experienced and effective administrators.

The HR department consists of the Head of HR, HR Business Partner and HR Administrator. The department provides a full HR service to c400 staff across both the Junior and Senior Schools. HR is a busy department, and we are supporting the school through a period of significant change. This is a hands-on, operational role whose support will be vital in maintaining an effective HR service. The role

St Peter's School York, Appointment of a Human Resources Administrator

holder will carry out a range of HR duties, including those related to safer recruitment and contract preparation. There may be opportunities for the right candidate to be involved in the more professional aspects of HR work.

Key responsibilities:

1. To assist with the administration of the Single Central Register. This includes ensuring that the school complies with safer recruitment (and wider safeguarding) practices and regulations including ensuring the completion of all appropriate employment and vetting checks.
2. To provide HR support for staff recruitment across the school including preparing recruitment documents, organising recruitment timetables, and support with interviews.
3. To prepare employment contracts, changes to employment terms and conditions letters ensuring they are accurate and issued in a timely manner.
4. To maintain all electronically and manually stored HR records, ensuring all data is accurate and up to date and provide timely reports as and when required. This includes carrying out regular audit checks to ensure integrity of data is maintained and ensuring compliance with Safeguarding and Data Protection legislation.
5. To provide administrative support for a range of HR and wider school projects.
6. To provide routine HR advice and support to line managers and staff on a range of HR issues, ensuring a timely and supportive response is provided for all queries.
7. To ensure confidentiality of all information about current, past and prospective employees.
8. To ensure that you are a regular, visible, presence at the school, building effective working relationships with staff at all levels.
9. To ensure you have a thorough understanding of safeguarding recruiting procedures. All positions at the school are classed as 'regulated activity' as per the Keeping Children Safe in Education guidance.
10. To keep up to date with HR best practice and all associated regulatory legislation.
11. To support the effective onboarding of all new employees.
12. To undertake any other tasks requested by the HR Business Partner or Head of HR.

General

- Health & Safety - You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to, St Peter's School's Health and Safety policy
- School values - You have a duty to ensure your work, communication and approach conforms to the school's core values and mission. You will need to be aware and comply with school rules, policies and procedures at all times including, but not limited to, those relating to safeguarding, conduct, equality and data protection

St Peter's School strives to be diverse and inclusive. We encourage applications from people who identify as Black, Asian or from a Minority Ethnic background, who are underrepresented at the school. The school is committed to providing equal opportunity to all employees and pupils. This means that employees are treated fairly, irrespective of sexual orientation, ethnic origin, religion, disability, age, gender, marital status or other reason. The post holder is expected to always comply with the provisions set out in law and the St Peter's policies on equality and diversity. The school is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit.

Note: *This job description is not intended to be a comprehensive list of duties and responsibilities associated with the post. The post holder will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.*

This job description may be amended at any time following discussion with the post holder.

Person Specification			
Criteria	Essential	Desirable	Assessment
Experience	Administrative experience within a school environment or similar office environment	- Safer Recruitment in schools including Keeping Children Safe in Education and related safeguarding legislation - HR experience within a school environment or similar office environment	Application form/interview /references
Qualifications	Excellent level of general education	- IT qualification - Related degree and/or Professional HR Qualification - e.g. CIPD Level 3 Foundation Certificate in People Practice (CIPD Foundation Member)	Certification
Skills / Abilities	- An eye for detail with the ability to produce accurate and detailed documents and reports. - High degree of IT literacy - Ability to balance tasks effectively	- HR databases and management information systems, including the ability to enter data accurately - Working knowledge of HR legislation/best practice - Desire to undertake additional training and qualifications	Test/Interview
Personal Attributes / Competencies	- Ability to work as a team member - Proactive approach to the duties and responsibilities associated with the role with ability to balance conflicting demands - Excellent customer service skills with a friendly manner and excellent communication skills (verbal and written) - A commitment to safeguarding and protecting children and young people. - Able to work flexibly to meet the requirements of the post		Interview/References

Employee Benefits

We are a happy, thriving 2-18 co-educational day and boarding school community that combines a high quality, all-round education with a forward-looking and exciting approach to learning.

Our staff are the key to our success. It is their expertise, enthusiasm and commitment that is reflected in our high standards and in the continued excellence of our outcomes. In return, we offer all our colleagues a competitive package.

Salary

All support staff are paid on an appropriate point on the St Peter's Support Staff Salary Scale.

Annual Leave

Employees on all-year round contracts are entitled to a basic entitlement of 25 days paid annual leave (this rises to 27 days after 5 years of service) each year plus public holidays (public holidays occurring when the School is in session are working days). Part-time and term time employees receive a pro-rata allowance of annual leave.

Additional days may be given at Christmas.

All holidays must normally be taken outside of term time.

Discounted School Fees

A discount of 50% on school fees is offered to eligible staff for a maximum of two children per family if a place is available and entry requirements are met. The discount is offered for children aged 8 -18 only.

For part-time staff the discount is calculated pro-rata based on the employee's working hours.

Pension

Eligible support staff are automatically enrolled into the St Peter's School Pension Scheme. Those who do not meet the government criteria for eligibility will be given the option to join/opt in. The School pays a contribution of 12% of the monthly salary and the employee is required to pay 6%.

Sick Pay

Where employees are unable to attend work due to sickness, there is a provision for sick pay. The duration of sick pay increases according to the employee's length of service.

Maternity, Paternity and Adoption Pay

Subject to qualifying criteria, the School offers enhanced allowances for Maternity, Paternity and Adoption Pay for all staff.

Employee Assistance Programme (EAP)

The School provides all staff with access to an Employee Assistance Programme.

An EAP is designed to help you deal with issues that may be affecting your home life, work, health and general well-being. It offers free confidential expert advice on a range of issues 24/7, 365 days a year.

Free School Lunches

Staff can enjoy a free meal during the lunch period in the School Dining Room. Lunch is provided on normal working days during term time. A selection of hot and cold food, beverages and sandwiches

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are available. The common rooms at all three Schools are well supplied with refreshments throughout the day.

Cycle to Work Scheme

Eligible employees can join our Cycle to Work Scheme (a salary sacrifice arrangement) that allows tax and National Insurance savings on the purchase of a bicycle (and related equipment).

Parking

Limited parking is available on site although alternative travel incentives may be available as part of our sustainable travel plan. All staff are encouraged to use alternatives to car travel wherever possible.

Sports Facilities

All staff can use the school sports facilities free of charge when they are not in use by the pupils. This includes a gym and swimming pool.

Training and Development

Our employees are encouraged to develop their skills and knowledge continually. Training and development opportunities may include gaining a professional qualification and other formal learning opportunities.

Application Process

How to Apply

To apply for this post, please submit a completed application via the link on the St Peter's School Website.

The closing date for applications is Monday 28th September 2026. Successful applicants will be invited to a selection day w/c 5th October.

How to find us

You can find St Peter's School, York, at YO30 6AB. The School is less than fifteen minutes on foot from York Railway Station.

By Car

From York City Centre: Take the Thirsk Road (A19) at the Bootham Bar traffic lights. The school is 700m on the left, immediately after the footbridge.

From the A64: Take the Northern Ring Road (A1237). At the A19 roundabout turn towards the city centre. The school is two miles on the right, 300m after Clifton Green. Turn right into the school immediately before the footbridge that crosses the road.

Parking is available on site.

Living in York

York is often voted as one of the best places to live in the UK by The Sunday Times and with St Peter's School just 10 minutes' walk from the city centre, it is ideally placed to enjoy everything the city has to offer. York has tremendous connectivity with London less than two hours by train, Edinburgh just over two hours away and the moors, dales and coast within easy reach.

The city of York has much to offer. Its long history is evident through the Minster, medieval walls, Roman and Viking remains and many more sites of interest. There is a vibrant cultural scene with two theatres, galleries, museums and exhibitions. With two universities and a rapidly growing science park, the city is firmly on the academic map. Head offices for financial services, manufacturing, rail and government departments help to maintain a strong economy and plans are underway for the next phase of development in central York. There is a wide variety of excellent restaurants and shops, leisure facilities and sporting activities. Equally importantly, there is a strong community giving the combined advantages of a city and feeling like a small town to its residents.





St Peter's School
YORK