



EMMANUEL SCHOOLS
FOUNDATION

HR Administration Assistant

VALUED, CHALLENGED, INSPIRED



WELCOME

Dear Applicant

Thank you for your interest in this opportunity. As HR Administration Assistant, you will provide vital support to ensure our HR services run efficiently, with accurate staff records, timely correspondence, and compliant processes.

Based across our two Gateshead schools - Emmanuel College and Grace College - you will be involved in a wide range of HR activities — from recruitment and onboarding, to monitoring staff attendance, coordinating training, and supporting performance review processes.

You will also play an important part in upholding our safeguarding and safer recruitment responsibilities.

This role will give you the chance to develop your skills and experience in a professional and supportive environment. You'll work alongside experienced colleagues in the HR team and wider school community, gaining valuable exposure to a broad spectrum of HR practice within education.

We are looking for someone who brings strong organisational skills, accuracy, and a professional yet approachable manner. In return, you will be joining a collaborative HR function where your contribution will help create a positive, well-managed working environment that allows our schools to provide the best possible education for pupils.

If you are detail-focused, discreet, and committed to excellent HR administration, we would be delighted to receive your application.

Heather Robinson
HR Director

MISSION

CHARACTER EDUCATION

We build good character. We learn about good character, why it matters and how to develop it.

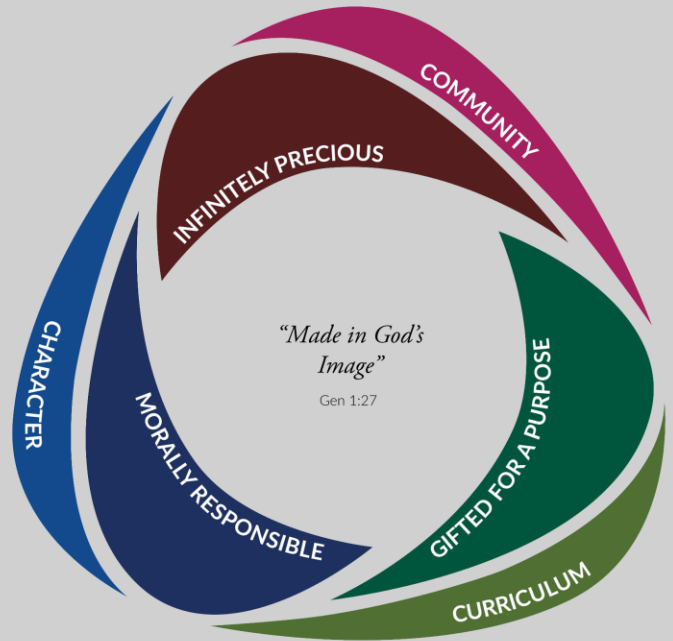
CURRICULUM EXCELLENCE

We are determined to achieve a personal best. We provide a broad ambitious curriculum that ensures excellent student learning, progress and future destinations.

COMMUNITY ENGAGEMENT

We serve with gratitude. We use our gifts to benefit the community and the environment.

OUR CORE VIRTUES





“

ALL PEOPLE ARE INFINITELY
PRECIOUS, MORALLY
RESPONSIBLE AND GIFTED
FOR A PURPOSE”

A group of five students in maroon school uniforms are walking down a set of stairs. The students are of diverse backgrounds and are smiling. The background shows a modern building with a red and grey facade.

“

SUPPORTING STUDENTS
AND STAFF TO BECOME
THE PERSON THEY HAVE
THE POTENTIAL TO BE”

THE ROLE

Efficient and effective HR support enables our schools to focus on their core purpose - the provision of high-quality education - in an environment where everyone is Valued, Challenged and Inspired. The HR Assistant will support accurate administration of key HR processes so that our good working practices and positive staff relations assist in our mission to provide Christian-ethos schools of character for the whole community.

Reporting to the HR Manager, the HR Assistant will provide high quality administration services in their school(s). The HR Assistant will also have access to professional support and guidance from the ESF HR Manager and the HR Director.

Key duties and responsibilities:

Maintaining Accurate Personnel Records in accordance with prevailing policies and procedures:

- Maintenance of individual staff employment files, HR databases and records in line with statutory and the multi-academy trust requirements, and the staff workforce census.
- Updating of contracts and ensuring that relevant changes to staff pay and new starter information are communicated accurately and punctually.
- Administering exit processes including acknowledging resignations/terminations, confirming last day of service, exit interviews and leaving arrangements etc.
- Maintenance of training records, monitoring and reporting on the completion of statutory training
- Local administration and monitoring of benefits such as: long service awards, eye care vouchers

The HR Assistant will provide efficient and confidential administration support so that staff absence and performance is monitored and recorded accurately

- Record, monitor, analyse and report on all types of staff attendance including sickness, leave of absence, holiday, discretionary leave etc.
- Monitor, track and report on the completion and submission of RTW and Fit notes – ensuring records are update to date and cases are escalated where necessary
- Support the production of necessary correspondence and actions in relation to key HR policies (e.g. maternity/paternity, flexible working, grievance, disciplinary, absence management)
- Monitor, track and report on the completion of probationary reviews (all staff) and annual performance reviews (support staff)
- Provide an effective and confidential note-taking service in relation to certain formal HR processes (where required).

Recruitment and Safeguarding

- Advertisement, administration of applications, interview arrangements and liaising with candidates, administration/organisation of selection events
- Carrying out the necessary administrative elements of safer recruitment ensuring that safer recruitment procedures are followed at all times, and that regulatory, legislative, compliance and statutory requirements are met
- Management of offer administration including preparation of contracts, offer letters, occupational health screening and co-ordination of staff induction arrangements.

THE PERSON

We're looking for someone who can bring both the right skills and the right approach to the role of HR Assistant. The ideal candidate will have:

Qualifications

- CIPD Level 3 or equivalent professional experience (desirable)
- Educated to A Level or equivalent (Level 3)
- Five GCSEs (or equivalent) at Grade 5 (old Grade C) or above, including English and Maths (essential)

Professional Skills & Experience

- Proven experience working at HR Assistant level in a fast-paced and confidential environment (essential)
- Demonstrable understanding of the core aspects of UK employment practice, and associated statutory requirements in a range of employment scenarios (grievance, discipline, absence, recruitment and termination)
- A proactive, hands-on, and practical approach to work (essential)
- Strong numeracy and literacy skills, with the ability to communicate clearly, concisely, and accurately in both written and verbal forms (essential)
- Strong IT skills, including confident use of Microsoft Office (essential) and experience with HR Information Systems (desirable)

Attitudes & Ethos

- Alignment with our inclusive, future-focused ethos (essential)
- An ability to adapt approach by taking into account a range of demographic, social, economic, and political factors (essential)
- A commitment to continual professional development (essential)

Relationships

- People-oriented and results-driven, with the ability to build and maintain mutually respectful, supportive relationships with colleagues (essential)

Other Requirements

- Self-motivated, resilient, and tenacious (essential)
- Willingness to undertake and maintain an enhanced DBS check (essential)
- Eligibility to work in the UK (essential)





APPLICATION DETAILS

Vacancy Details

Salary: Actual £25,468 - £27,611 (SCP 10 to 15)

Start date: ASAP

Location: Between Grace College and Emmanuel College (Gateshead)

Working Terms: 37.5 hours per week Monday - Friday, Term time only plus 2 weeks
(will consider whole time)

Closing date: Friday 02 October, Midnight

Interviews to be held: TBC

How to apply:

For further information, please visit www.esf-web.org.uk or call HR on **0191 461 4156** or charland@esf-mail.org.uk . A CV may be submitted to supplement your application but will not be accepted instead of a completed on-line application

[APPLY ONLINE HERE](#)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post will involve daily contact with children and is subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectation.

