



Candidate Information Pack

HR Administrator

March 2026

 PARK HIGH SCHOOL

WARNING
CCTV IN OPERATION
PARK HIGH SCHOOL

 All visitors & deliveries
must report to reception.
Thank you.
Main Entrance →
Site Supervisor at: 43 Thistlecroft Gdns.

Appointment for April 2026
H6, Outer London Pay Scale
£34,489 - £36,585 (Actual Salary)
Permanent, Full time

Closing date: 10 April 2026
Interviews: From: 13 April 2026

For further details and an application form, [click here](#).

An early application is advised as we reserve the right to close the vacancy early if sufficient suitable applications are received.

If you are interested in learning more about the school and the role, we invite to contact us to book a time to visit.

Thank you for your interest in working at Park High School.

Park High is a fantastic place to work and develop professionally. As a school of character and opportunity, where visitors recognise its caring and harmonious ethos, and we work together to provide our students with the best opportunities.

We are seeking to appoint a colleague who shares our passion for leaving and commitment to creating a positive impact in our community. We would love you to come and join us.

If you are a dedicated and enthusiastic professional looking to work in an environment where collaboration and growth are valued, we look forward to receiving your application.

Introduction

Park High School is looking for a motivated and detail-oriented HR Administrator to join our vibrant and supportive team. This is a fantastic opportunity for someone who is passionate about people, thrives in a fast-paced environment, and is committed to ensuring the smooth and effective delivery of HR services.

In this key role, you will support the full employee lifecycle, including recruitment, onboarding, and maintaining accurate personnel records. You will also ensure compliance with school policies and employment legislation, while playing an integral part in the monthly payroll process. Your strong communication skills, discretion, and proactive mindset will contribute to a positive and efficient working culture across the school.

Park High School is an 11-18 mixed multi-ethnic comprehensive school of almost 1500 students, situated in the London Borough of Harrow. There are very high achievement levels and excellent facilities. In 2024, Ofsted rated the school as Good in all areas.



HR Administrator Job Description

This job description forms part of the contract of employment of the successful applicant. The appointment is subject to the conditions of employment of Teachers contained in the School Teachers' Pay and Conditions document and other current educational and employment legislation.

Location: Park High School, Stanmore

Responsible to: HR Manager

Job Purpose:

To offer effective levels of professional administrative support to create the smooth running of the HR function in the school. To ensure payroll and pension information is accurate to facilitate correct payments to staff - working with our third party payroll provider.

Key Responsibilities:

HR Administration

- Act as a first point of contact on generalist HR queries.
- Record staff absences and arrange for staff to complete return to work forms assisting the HR Manager and Senior Leadership Team to ensure their prompt return.
- Support on information gathering in order to complete the annual work force census.
- Support the HR Manager with regular updating and monitoring of the Single Central Record
- Provide clerical and administrative support to the HR Manager, including note taking, meeting notes on Employee Relations casework.
- Organise Occupational Health assessments when required.
- Keep template letters up to date and provide model letters to Line Managers for any stage of any formal HR process.
- Be committed to working and developing best HR Practices to improve efficiency.
- Support the administration of any Learning and Development.
- All HR related filing.



Recruitment Support

- Support the Recruitment Manager with the preparation of job descriptions and person specifications.
- Write and post job vacancy adverts (internally and externally)
- Carry out benchmarking of roles when required.
- Support in dealing with recruitment queries and managing candidate communications.
- Create recruitment timelines, arrange interviews, meet and greet candidates.
- Support with practical assessments and managing interview process for candidates.
- Support with the drafting and sending of offer letters, new starter employment packs and contracts.
- Provide advice to employees and line managers in regard to recruitment policies and procedures where relevant.
- Support the pre-employment checks – including but not limited to Disclosure and Barring Services (DBS) checks, referencing, right to works and overseas checks.

Payroll Duties

- Act as a first point of contact on payroll queries.
- Create new starters and process leavers on payroll system.
- Check all payroll documents and requests are complete and have the correct authorisation e.g. timesheets, lunch duties, contract variations.
- Ensure all authorised payroll changes are actioned within published timeframes e.g. salary changes, absences, overtime.
- Prepare payroll for authorisation.
- Draft pay statements for pay reviews.
- Assist the HR Manager with whole school payroll changes e.g. pay scale changes.
- Assist the HR Manager with payroll reporting required for internal/external audit.

Safeguarding, Health & Safety, and Professional Conduct

- Read, understand, and adhere to all school policies relevant to HR, safeguarding, and data protection.
- Undertake mandatory and role-specific training to remain compliant with current safeguarding and employment legislation.
- Ensure all HR administrative duties, including recruitment checks and record-keeping, are carried out in line with the school's Health and Safety Policy and safeguarding protocols.
- Maintain accurate and up-to-date records on the Single Central Record (SCR) and ensure all pre-employment checks (e.g. DBS, right to work, references) are completed in accordance with safer recruitment guidelines.
- Handle sensitive and confidential information with the highest level of professionalism and discretion.
- Contribute to the safeguarding and welfare of children and young people by supporting the HR function in identifying and escalating concerns appropriately.

Person Specification

We will be looking for the following:

Qualifications and Experience

► Essential:

- Experience of working in a HR/Payroll role.
- Experience working in a school environment, or demonstrable knowledge and understanding of education sector requirements related to pay structures and terms and conditions of employment.

► Desirable:

- Qualified to CIPD Level 3 or working towards a CIPD qualification/interested in attaining a CIPD qualification.
- Experience using ARBOR
- Experience using BPS, Edupay and or Itrent
- Experience of working with a third party payroll provider

Knowledge and Skills

► Essential:

- Ability to work independently and prioritise a high workload.
- High level of attention to detail and accuracy.
- Good numeracy skills.
- Good language skills in order to compose correspondence.
- High level of IT skills.
- Must be able to maintain accurate records for all recruitment, payroll and pension matters.

Personal Attributes

► Essential:

- Strong customer focus.
- Must be able to respect confidentiality in respect of all information relating to this post.
- Must be accurate, methodical and well organised.
- Has strong attention to detail.
- Able to work to agreed standards and deadline.
- Flexible with a 'can-do' approach and able to work effectively and use initiative without constant supervision.

History of our School

Park High is an 11-18 mixed multi-ethnic comprehensive school of almost 1500 students, situated in the London Borough of Harrow. There are very high achievement levels and excellent facilities.

Park High School opened 29th August 1939. Originally as two schools Chandos Girls School and Chandos Boys School. Both Schools closed shortly after, as on 3rd September 1939 Prime Minister Chamberlain declared war on Germany and it was announced: "all schools should be closed until further notice."

On 23rd October 1939 the school was operational once more. On the reopening of the school student numbers were limited until adequate protection could be provided. The Anderson shelters which were built now reside under the 'grassy knoll' beside the English block; these were concrete shelters five or six steps below ground level, each shelter holding two classes and two teachers. As raids became more frequent, more lessons were delivered by the teachers in the shelters, using the back of the toilet doors as a blackboard.

Chandos Girls School and Chandos Boys School continued to co-exist and provide education until 1974 when they were amalgamated and became Park High School.

In 2007 we welcomed our first sixth formers in a Harrow schools' response to the movement of post 16 young people out of Harrow.

In 2010, our first cohort of Year 7 students arrived, as Harrow joined other boroughs nationally in removing middle schools from the system.

In August 2011 Park High converted to an Academy status.

Our latest Ofsted inspection 2024 found us to be **'GOOD'** in all areas.



Values and Ethos

Our Vision

To inspire young people to be confident and successful learners who contribute positively to society as responsible citizens.

Quality of Education

Exceptional teaching and learning, where each teacher and learner bring the best version of themselves to the learning journey.

Behaviour and Attitudes

Exceptional behaviour as a member of our community and as learners in our classrooms, our School Code and Character Virtues are the lived experience in classrooms and corridors.

Our Ethos

Investing in each other to be the very best we can be.

Our Character Virtues

Resilience: *The ability to recover quickly from struggles and setbacks.*

Integrity: *The ability of having and following strong moral principles.*

Curiosity: *The ability to be eager to know or to learn something new.*

Teamwork: *The ability to work with others effectively and efficiently.*

Compassion: *The ability to show care and concern for others.*

We use these terms as part of our daily language and encourage their use in classrooms by using the praise points system. These Character Virtues underpin everything we do at the school and are seen across all areas of the Academy.



Investing in each other to be the very best we can be.



Staff Benefits

At Park High School, we recognise that our employees are our greatest asset, and we take pride in offering a comprehensive range of benefits designed to support your wellbeing, professional development and work-life balance:

- Generous Pension Scheme with an employer contribution.
- Complementary health services including access to a private virtual GP, online CBT and private physiotherapy services
- 24/7 Employee Assistance Programme – emotional, financial support by a team of qualified professionals, trained counsellor who can help you with a diverse range of problems, including bereavement, separation/divorce, mental health troubles and more.
- Eyecare vouchers for a free eye test and contribution towards glasses for display screen equipment users.
- Paid lunchtime duties with a free lunch
- Comprehensive CPD programme tailored to individual professional needs.
- Own laptop for all relevant staff.
- Collaboration with local high schools
- Free flu vaccinations
- Cycle to work scheme.
- Free Coffee and Tea for all staff
- Electric Vehicle Scheme

“Pupils, and students in the sixth form, at Park High are welcoming and polite to visitors. They show respect to the adults who work with them and consideration towards each other. They understand and embody the school’s ‘character virtues’ of curiosity, integrity, resilience, teamwork and compassion. They are helped to be the best version of themselves and expected to achieve well, which most do.”

Ofsted 2024

Investing in each other to be the very best we can be.

Staff Development

Park High School recognises that its staff are our greatest resource and so we invest time and effort into everyone's professional development. Professional development underpins all our work.

Staff development is highly regarded, and we have strong partnerships with universities and other professional institutions and we actively support our staff in pursuing Master's and other higher qualifications.

"Quality assurance, continuing professional development and performance development all work together well. Training is high quality and often personalised. There is an impressive suite of in-house training resources and these match school values and priorities."

Challenge Partners 2024

Equal Opportunity

We are an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no person receives less favorable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

Park High School is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. Applicants must declare any criminal convictions as the post is exempt under the Rehabilitation of Offenders Act 1974. Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers. We are required to conduct online searches for shortlisted candidates in accordance with the Keeping Children Safe in Education guidance in order to identify any incidents or concerns which are publicly available online. We are an Equal Opportunities employer.



Investing in each other to be the very best we can be.

Safeguarding

The school is committed towards safeguarding and promoting the welfare of all pupils and young people under the age of 18. This commitment includes:

- preventing maltreatment and/or abuse
- preventing their health or development being detrimentally impacted
- providing safe and effective care in School
- taking positive action to enable each pupil to succeed.

We recognise that the treatment of a pupil during their learning years can have a significant impact on their future. Every member of the school, from governors to support staff, has a role to play in providing pupils with the best possible grounding for their personal and educational development.

We are committed towards implementing a high standard of behaviour and conduct within our school. This policy applies to every member of staff working or volunteering within the school.

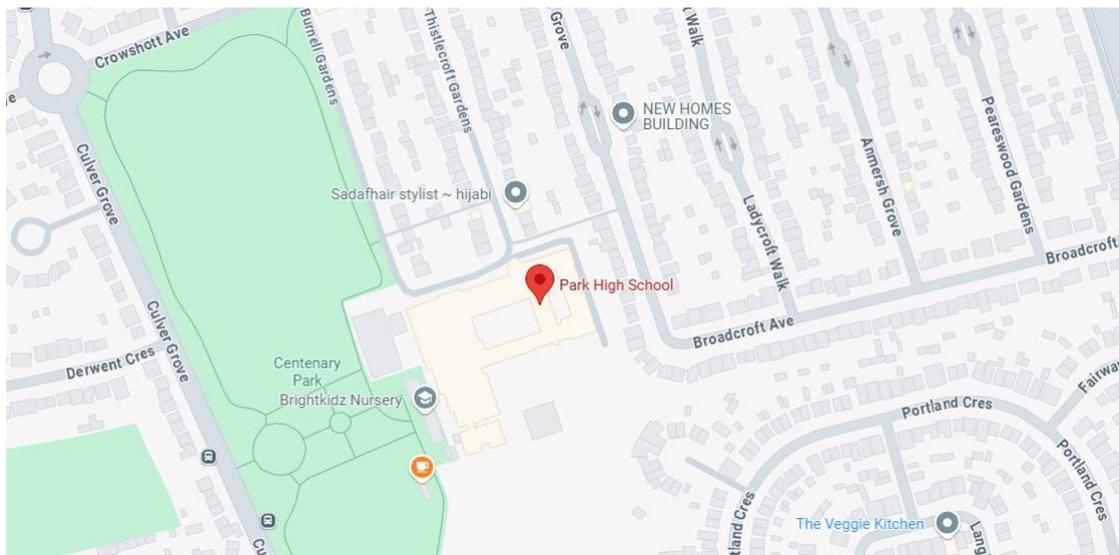
The school is committed to safeguarding and promoting the welfare of children and young people, and the successful applicant must provide satisfactory references and will be subject to an enhanced Disclosure and Barring Service check.

"Pupils are kept safe. They can identify trusted adults and know who to go to for help if they need it."

Ofsted 2024



Getting Here



By Car

There is no visitor parking on site. You can park on the surrounding roads but please be mindful of our neighbours. We operate a one-way system so please approach the school via Burnell Gardens and exit via Thistlecroft Gardens.

Please note Harrow Council have introduced ANPR cameras at the beginning of Burnell Gardens and Thistlecroft Gardens, the restrictions are in place from 8.15am to 9.15am and 2.30pm to 3.30pm.

By Tube

Canons Park on the Jubilee Line is the nearest tube station with a 20-minute walk to the school (or take the No. 79 bus towards Alperton).

By Bus

79 bus to Honeypot Lane (Wigton Gardens)

324 bus (Hail & Ride) to Culver Grove

114 bus to Streatfield Road (Kenmore Road)

186 bus to Wemborough Road (Abercorn Road)

All followed by a 5-minute walk.

Headteacher: Mrs Colette O'Dwyer

Park High School

Thistlecroft Gardens, Stanmore, Middlesex HA7 1PL

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Resilience . Integrity . Curiosity . Teamwork . Compassion