



JOB DESCRIPTION

JOB TITLE	Human Resources Administrator
DEPARTMENT	Human Resources
SECTION	Forest Group
LINE MANAGER	Group Head of Human Resources

SAFEGUARDING

Forest School is committed to safeguarding and promoting the welfare of children.

Safeguarding checks will be undertaken on all successful candidates in accordance with School policy. The safeguarding responsibilities of the post can be found in this job description and person specification.

NB The post is exempt from the Rehabilitation of Offenders Act 1974.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Two Satisfactory Employment references
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

JOB SUMMARY:

Forest School is seeking an organised, proactive, and highly professional Human Resources Administrator to provide comprehensive administrative support for the HR function across Forest Group.

The HR Administrator will be responsible for the day-to-day administration of all HR processes, ensuring the efficient operation of the HR department and delivering a high standard of customer service to staff, managers, and external stakeholders.

The role will support the full employee lifecycle, including recruitment, onboarding, employment changes, absence administration, all safer recruitment checks, and general HR administration. As a key member of the HR team, the postholder will provide comprehensive administrative support to the Group Head of HR, HR Manager, and HR Advisor, undertaking a wide range of HR and administrative duties to ensure the efficient running of the department.

The successful candidate will be a strong administrator with excellent organisational skills, the ability to manage competing priorities, and a commitment to maintaining confidentiality and accuracy. Acting as a key point of contact within the HR team, the postholder will provide essential administrative support whilst contributing to a positive employee experience across the School.

KEY DUTIES AND RESPONSIBILITIES

Duties will include but are not limited to:

HR Administration:

- Provide comprehensive administrative support to the HR team across all areas of HR activity.
- Act as the first point of contact for HR enquiries from staff, managers, and external parties.
- Maintain accurate employee records on the HR Information System and personnel files.
- Ensure all employee records comply with GDPR and data protection requirements.
- Manage HR correspondence, including drafting letters, contracts, amendments, references, and other HR documentation.
- Maintain the staff establishment list and organisational charts.
- Administer employee lifecycle processes, including starters, contractual changes, and leavers.
- Ensure employee documentation is accurately scanned, uploaded, and retained in accordance with retention schedules.
- Maintain the HR and Recruitment shared mailbox and ensure all enquiries are responded to promptly.
- Coordinate staff communications on behalf of the HR team.
- Maintain HR templates, forms, and administrative procedures.
- Order and maintain staff pigeonhole labels and staff information lists.
- Support the preparation of HR reports, audits, and compliance checks.
- Coordinate ID cards, access passes, and staff records with relevant departments.
- Monitor expiry dates relating to visas, DBS checks, qualifications, and professional registrations where applicable.
- Maintain accurate staff lists and emergency contact records.

Recruitment and Onboarding:

- Coordinate all recruitment administration from vacancy approval through to appointment.
- Arrange recruitment schedules, interview dates, shortlisting meetings, and wash-up meetings.
- Liaise with hiring managers, candidates, and recruitment agencies.
- Share interview packs and take notes during recruitment meetings where required.
- Organise interview rooms, candidate visits, and recruitment logistics.
- Place advertisements on recruitment platforms and manage application responses.
- Coordinate all pre-employment checks, including references, DBS checks, right-to-work checks, qualification verification, and medical questionnaires.
- Prepare contracts of employment and new starter documentation.
- Coordinate onboarding arrangements and induction programmes for new staff.
- Ensure all new employees, volunteers, casual workers, contractors, and visiting professionals are appropriately vetted and inducted.

Compliance and Safeguarding:

- Support compliance with KCSIE, employment legislation, safer recruitment requirements, and School policies.

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- Maintain safeguarding records relevant to HR processes.
- Ensure all recruitment and personnel records are stored securely and managed appropriately.
- Assist with internal and external audits relating to HR and safeguarding compliance.
- Book and maintain records of safeguarding, safer recruitment, and mandatory training.

Other duties:

- Build positive and professional relationships with staff across all areas of the School.
- Provide administrative support for HR projects and initiatives.
- Attend HR team meetings and relevant School meetings as required.
- Maintain a strong understanding of HR policies, procedures, and employment legislation.
- Support colleagues within the HR team during periods of absence or increased workload.
- Undertake any other duties reasonably requested by the Group Head of HR and HR Manager

GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any non-teaching staff member at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School staff are professionals who carry out their duties responsibly and with regard for the best interests of the pupils and the school.

Pastoral Responsibilities

Every staff member at Forest has collective responsibility for our pastoral processes and policies. Forest staff contribute to the development of the whole child and demonstrate consistent competence, build outstanding relationships alongside the highest expectations.

Our pastoral foundations are as follows:

- Ensure every pupil is known, liked and valued.
- Ensure every pupil feels safe and secure.
- Ensure earliest intervention and a responsibility for personal development.
- Ensure you are incorporating pupil voice into daily decision-making.
- Ensure you have proactive communication with all stakeholders.

Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

- Ensure that all key policies have been read and understood, including KCSIE Part 1
- Attend Safeguarding and Child Protection training, including updates and Prevent
- Complete an annual declaration regarding the status of DBS

Health and Safety

- Be familiar with and implement all School Policies and Procedures.

Other Professional Duties

- Support and foster the aims of the school.
- Make themselves familiar with the contents of the Staff Handbook, the Staff Code of Conduct, the School's aims and policies and endeavour to follow these closely.
- Notify the Line Manager and the Human Resources Department as early as possible if they are going to be absent from School.
- Attend relevant training each year, after obtaining the consent of their Head of Department and the CPD Budget holder.
- Take part in the school's performance management scheme and appraisal.

This generic description should be read alongside the Staff Code of Conduct.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, [Safer Recruitment and Child Protection](#), and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.

TERMS OF EMPLOYMENT

Category	Details
Salary	Commensurate with role and its responsibilities
Contract Type	Full-time, permanent.
Working Hours	Term time hours: 08:00 - 17:00, Monday – Friday.

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	School holidays: 08:30 – 15:30, Monday – Friday.
Holiday Entitlement	30 days to be taken during the school holidays.
Additional Details	In addition, and as part of your contracted hours, you will be required to attend Open Day and all relevant staff InSET days.