



HR Assistant

Part-time position - 24 hours per week FTE.0.6 , year round £16,200 (FTE. £27,000)

Job Description





We seek to appoint a proactive and highly organised HR Assistant to provide comprehensive administrative support to the HR Manager and the HR Administrator.

About St Catherine's School

St Catherine's was founded in 1885 and in 2025 celebrated 140 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association and the International Coalition of Girls' Schools, with 770 pupils aged between 3 and 18. The Prep School has 220 pupils aged 3 to 11 and the Senior School 550 pupils aged 11 to 18, of whom some 165 are in the Sixth Form and 150 are boarders aged 11 to 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills Area of Outstanding Natural Beauty.

St Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School underwent a full ISI Inspection under their new framework in October 2023 and the Inspectorate's report along with an Executive Summary from St Catherine's may be viewed [here](#). Our Good Schools Guide Reviews can be found [here](#) along with Parent Testimonials which can be found [here](#).

About the role

The HR Assistant plays a key role in delivering efficient, accurate and confidential support across the HR function. Working within a busy and friendly school environment, the post-holder helps ensure smooth staff processes, compliant record-keeping and a positive employee experience. This is a varied role supporting recruitment, onboarding, payroll administration, data management and day-to-day HR queries — ideal for someone organised, proactive and committed to high-quality people operations

Key responsibilities

- Recruitment support — Assist with advertising roles, managing applications, scheduling interviews and candidate communication.
- Safer recruitment checks — Support safer recruitment and pre-employment vetting including references, DBS and Right to Work.
- Onboarding coordination — Prepare induction materials, manage new starter documentation and ensure compliance steps are completed.
- Performance administration - support probation process administration for new joiners, and review process administration for established employees.
- HR system - support the HR Manager with the implementation and upkeep of the HR system, inputting and maintaining HR data, supporting holiday administration, and ensuring the HR system is accurate and up to date.
- Compliance & record keeping — Help maintain the Single Central Record, ensure personnel files meet regulatory standards and support inspection preparation. Ensure HR processes reflect safeguarding best practice.
- Contract changes — draft letters for changes including FTE, fixed-term contract extensions, and pay changes, recording payroll changes correctly.
- Payroll and Benefits administration — work with the Finance team to support the administration of payroll, pensions and staff benefits.
- Leavers - support leaver administration and offboarding processes.
- Employee relations admin — Support HR processes such as absence management and formal meetings through note-taking and document preparation.
- General HR queries — Act as a first point of contact for routine staff queries, ensuring a professional and helpful service.
- HR projects — Contribute to HR initiatives including wellbeing, engagement, policy updates and support with systems implementation.





Person Specification: skills, experience, and qualifications

Person Specification

Essential

- Previous administrative experience
- Strong organisational skills and attention to detail
- Ability to handle confidential information with discretion
- Good IT skills (Microsoft Office, HR systems)
- Strong communication skills (written and verbal)
- Ability to manage multiple tasks and prioritise effectively

Desirable

- Previous HR experience
- Experience working in a school or education setting
- Understanding of safer recruitment and safeguarding requirements
- Experience with HR systems and databases
- Basic knowledge of UK employment practices

Personal Attributes

- Professional, calm, and reliable
- Approachable and supportive
- Highly organised with a methodical approach
- Collaborative and team-oriented
- Committed to maintaining high standards of accuracy and compliance

Line Management

The HR Assistant will report to the HR Manager. They will support the HR team and provide cover during other team members' annual holiday periods to ensure continuity of service.

Practical Information About The Post

This is a year round, part time position working 24 hours per week, with office hours normally between 8.00am to 5.00pm, Monday to Friday, but during our busier periods some flexibility may be required.

Holiday entitlement of 25 days per annum (plus 8 public holidays) for full-time employees, pro rata for part time. All paid holiday entitlement for this role must be taken in agreement with your line manager.

Whilst every effort has been made to outline the main duties, responsibilities, and requirements of the post, the list is not exhaustive. The successful candidate will be expected to comply with any reasonable request from their direct line manager or other members of the management/leadership team to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and change in light of the changing needs of the school environment and the professional development of the staff. This job description may therefore be amended from time to time.





Staff Induction, Staff Review, and Continuing Professional Development

All new staff are given electronic access to a Staff Handbook and School Policies well ahead of their joining the School and are given full induction training at the start of their first term. Subsequent twilight sessions also offer training in other specific areas, e.g. safeguarding children.

The School is committed to the continuing professional development of its staff and there is an annual review procedure, conducted by a line manager. INSET opportunities are provided for the whole staff three times a year, and for individual staff, often arising out of discussions during the annual review.

St Catherine's School is committed to the proper Safeguarding of its students. All staff are required to undertake Child Protection Training as part of their induction, and every three years thereafter, and to undertake Prevent training.

Remuneration

For this year round post, working part time, 24 hours per week , the salary is: £27,000 FTE. The actual salary would therefore be £16,200 per annum.

Where applicable, non-teaching staff in the School are auto enrolled into the Stakeholder Pension Plan on recruitment. St Catherine's School will pay a varying percentage into the plan, dependent on the employee's contribution. Further details are available from the Business Centre.

St Catherine's offers a health cash plan, which covers an individual employee and their family members. The plan provides cash to pay for a range of services including dental, optician, physio, hospital, prescription services, 24 hour GP and personal accident to name a few, and is a taxable expense. This benefit is reviewed annually and is pro-rated for part time staff.

Benefits

- Generous pension scheme with a choice of contribution rates:
 - Employee 3%, St Catherine's 8%
 - Employee 4%, St Catherine's 10%
 - Employee 5%, St Catherine's 12%
- Health Cash Plan
- Holiday allowance (25 days plus Bank Holidays) which can be booked year-round
- Fee remission for daughters attending the school
- Lunch provided during term time
- On site parking
- Cycle to work scheme





Applications

The application form should be returned to the HR Manager and HR Administrator by 10am on Monday 27th July and should take the form of:

- the completed My New Term Application Form found on the School website at www.stcatherines.info/welcome/job-opportunities
- a curriculum vitae if you wish to submit one to complement the above documents

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Administrator by email on jobapplications@stcatherines.info.

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received, before the deadline. Please apply as soon as possible.

Thank you for your interest in St Catherine's School.

Emma Watson, Head
July 2026



St Catherine's School BRAMLEY

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www.stcatherines.info

Patron: Her Majesty The Queen
Registered Charity Number: 1070858