

# HR ADMINISTRATOR

Information Pack  
[June 2026]

Dear Applicant

Thank you for showing an interest in a role at Kingsdown School, we have much to offer at this exciting stage in our journey. Every member of our team, from our inspiring teachers and dedicated support staff to our dynamic middle and senior leaders all share an immense sense of accomplishment in what we've built for our community over the past five years. And our students, in turn, are extremely proud to call Kingsdown their school.

By becoming part of our Kingsdown family, you will join a team that doesn't just work together but a team who deeply and genuinely cares. We know that staff and students thrive in a 'healthy work culture' and the wellbeing of staff and student outcomes is inextricably linked. We are committed to providing the best working and learning environment for all. The RLT embodies a staff charter and strong values, we uphold these values and commitments, and further build on these with our Wellbeing Strategy and further build on these with our Wellbeing Strategy, this is evidenced in our recent staff survey where colleagues' wellbeing support is rated 29% higher than the national average.

Our colleagues benefit from a wide variety of support including encouraged professional development opportunities, exceptional wellbeing support, free access to our gym and an excellent pension scheme. Each journey with us begins with a personalised induction programme that allows for new colleagues to feel supported, connected, welcomed and ready to make an impact from the moment you join.

Please take a moment to look at our website [www.kingsdownschool.co.uk](http://www.kingsdownschool.co.uk) to see what we are all about, here you will learn more about our vision - the Wheel of Excellence, understand the values we uphold; Respectful relationships, Everyone Learning and a Commitment to Excellence, and see why our mission is to champion each and every student.

In the meantime, I thank you for taking the time and interest in Kingsdown School and look forward to hearing from you and hopefully meeting you soon.

With best wishes



**Emma Leigh-Bennett**  
**Headteacher**

The River Learning Trust and Kingsdown School are committed to safeguarding and promoting the welfare of all children and preventing extremism. The Trust is required to conduct a variety of checks and online searches about you as part of their recruitment process in accordance with Keeping Children Safe in Education guidance. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children.

For all RLT Safer Recruitment Documentation candidates should click on the following link [RLT Safer Recruitment Documents for Candidates](#). Please see our website for up to date policies including our Child Protection and Behaviour Policies.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. For further guidance for applicants click on this [List of offences that are not filtered](#).

[www.kingsdownschool.co.uk](http://www.kingsdownschool.co.uk)  
**We champion each and every student**

# HR Administrator

## Role specific information

---

Start date:	September 2026
Closing date:	Monday 13th July 9.00am
Shortlisting date:	Monday 13th July
Interview date:	Monday 20th July
Contract:	Permanent annualised hours
Working hours:	20 hours per week, term time (plus TD days plus 10 days during the school holidays)
Working pattern:	Preferably 5 days per week (negotiable)
Salary Range:	Actual: £12,480 - £12,880 (FTE £25,584 - £26,403) pending pay award

---

### The Welcoming Face of Our Team

If you thrive in an environment where no two days are the same, and you pride yourself on providing an efficient, professional service to colleagues, we would love to welcome you to Kingsdown School.

As our HR Administrator, you will be the first point of contact for our busy department. Whether you are welcoming a candidate for an interview day, resolving an absence query first thing in the morning, or preparing a new ID card for a colleague, your presence ensures the daily operations of our school run smoothly from the outset.

We are unapologetic in wanting to recruit only the very best colleagues, as a result, we are open to discussion with the right candidate around the working hours and pattern.

### Why This Role Matters

In a large, vibrant secondary school, effective HR administration is the bedrock of staff wellbeing and operational success. By managing our essential compliance, HR records, and daily queries with precision, you give school leaders, teachers and our support staff the peace of mind to focus entirely on our students. Your meticulous approach directly supports our collaborative culture.

### What You Will Bring

- **Administrative Precision:** Proven experience in a busy office environment, with strong organisational skills and excellent attention to detail.
- **Communication Skills:** A warm, professional manner when handling queries from staff, central Trust teams, and external visitors.
- **Technical Competence:** Literacy in standard office software and the ability to maintain accurate, confidential digital records and databases.
- **Collaborative Spirit:** A proactive approach to teamwork, with the ability to manage time effectively under your own agency.
- **Discretion:** An absolute commitment to confidentiality and data protection principles within an educational setting.

## **The Kingsdown Difference**

At Kingsdown School, we recognise that our support staff are integral to our educational mission. We offer a professional, stable environment where your workload is respected, and your contribution is visibly valued. You will join a friendly, established office team that balances high professional standards with genuine mutual support.

As part of the River Learning Trust, you will also benefit from excellent professional development alignment, networking opportunities with HR peers across our schools, and access to a comprehensive staff benefits package.

## **Compliance & Safeguarding**

Kingsdown School is a member of the River Learning Trust (RLT). The River Learning Trust is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check, satisfactory references, and medical clearance.

If you would like to know more about this opportunity, or to arrange visit or a call with our Business Manager please contact [recruitment@kingsdownschool.co.uk](mailto:recruitment@kingsdownschool.co.uk)

**This role includes regulated activity relevant to children.**

## Kingsdown School and the River Learning Trust

By joining our Kingsdown family you will join a team who genuinely cares and champions each and every student and each and every member of the Kingsdown team.

At Kingsdown, we know that staff and students thrive in a 'healthy work culture' and the wellbeing of staff and student outcomes is inextricably linked. We are committed to providing the best working and learning environment for all. The RLT has a staff charter and strong values, we uphold these values and commitments, and further build on these with our Wellbeing Strategy.

One of the core values of the RLT is that 'everyone is learning' and at Kingsdown we ensure each person has the personalised CPLD that they deserve. We do this through a variety of programmes that allows all staff to take a lead on their own professional development, with the support of colleagues within the school. We are also very excited to be launching our coaching model this year, to allow staff the opportunity to be coached and develop their teaching practice further, whatever stage of their career they are in. High quality CPLD and training are an integral part of our meeting schedule and time is given to curriculum teams to collaborate and learn from each other. Alongside this we have a personalised induction programme that allows for new staff members to join us feeling supported and welcomed from day one.

Education has the power to change lives, communities and society for the better. At RLT we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone. Schools in RLT are united by a common belief in the benefits of working together, and by our commitment to shared principles.

**OUR VISION** is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together.

**OUR 'WHY?'** is that children and young people 'only get one go' in school and therefore as part of RLT we aim to ensure the best possible 'go' for our pupils.

**OUR 'HOW?'** is through the highest support and challenge for our schools and each other, underpinned by our principles.

Our employees benefit from a wide variety of support including extensive continuing professional learning and development opportunities, wellbeing and staff networks and access to Defined Benefit Pension Schemes (TPS and LGPS) for all staff. For more information on what it is like to work for the Trust, and the benefits you could access, please see our "[Working in RLT](#)" guide.

<b>Job Description</b>		
Job Title: <b>HR Administrator</b>	Grade: G5	Last reviewed: Jun 2026
Role reports to: <b>HR Manager</b>		
<p>Job Purpose: To provide support to the HR Team and Senior team in aspects of Personnel Administration, with a particular focus on staff absence and payroll administration.</p>		
<p><b>Key Accountabilities</b></p> <p><b>1. Recruitment and Onboarding</b></p> <ul style="list-style-type: none"> <li>• Provide comprehensive administrative and face-to-face support to the HR Team throughout the end-to-end recruitment process, ensuring strict adherence to the school's Safer Recruitment and Selection Policy.</li> <li>• Facilitate the onboarding process for new starters, including the preparation of contracts, the creation of staff ID badges, and the provision of appropriate door access.</li> <li>• Formally oversee and track the probation process for all new employees to ensure timely reviews and completions.</li> <li>• Produce ID badges for escorted and unescorted visitors in accordance with safeguarding procedures.</li> </ul> <p><b>2. Employee Lifecycle and Records Management</b></p> <ul style="list-style-type: none"> <li>• Maintain accurate, up-to-date staff records within the electronic HR systems, ensuring all contractual changes, leavers, absences and annual leave are recorded in compliance with GDPR and school procedures.</li> <li>• Liaise with relevant staff to ensure all medical certificates and supporting documentation are received for absences.</li> <li>• Liaise with the HR Manager and Assistant HR Manager(s) to monitor absence levels, providing proactive notifications when staff reach specific policy thresholds.</li> <li>• Draft and issue formal HR correspondence, including contract variations, annual salary statements, and leaver documentation.</li> </ul> <p><b>3. Payroll and Finance Liaison</b></p> <ul style="list-style-type: none"> <li>• Prepare monthly payroll data within agreed timescales, capturing all variations such as new starters, leavers, unpaid leave, and overtime.</li> <li>• Liaise with the Finance Administrator to ensure all payroll-related expenditure and additional hours forms are prepared for authorisation by the relevant deadline.</li> <li>• Assist the School Business Manager (SBM) with the monthly reconciliation of salary payments to ensure accuracy.</li> </ul> <p><b>4. Compliance, Safeguarding, and Operations</b></p> <ul style="list-style-type: none"> <li>• Maintain and accurately update the school's Single Central Record (SCR) and other statutory registers as required.</li> <li>• Partner with the Safeguarding Team and Site Manager to ensure the Mandatory Training Register and associated records are current.</li> <li>• Assist with internal and external departmental audits to ensure high standards of service and regulatory compliance.</li> <li>• Provide high-volume administrative support, including managing incoming post, departmental filing, and archiving in line with Trust policies.</li> <li>• Undertake any other reasonable duties within the HR function commensurate with the grade of the post to support the efficient running of the department.</li> </ul>		

**Supplementary Accountabilities:**

- To adhere to current working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- To co-operate with the school in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of this post.
- To maintain confidentiality and observe data protection and child protection and associated guidelines where appropriate.
- Contribute to the aims of the school
- Develop relationships and communicate with other agencies and schools
- Participate in training and other learning activities as required

**Knowledge and Experience:**

- HR administration experience
- Ability to communicate well at all levels and build good relationships, both internally and externally, whilst maintaining professionalism, control and integrity
- Effective use of specialist ICT packages
- Proficient in the use of HR systems, MS Word, Excel, Google, Gmail, Bromcom, EveryHR
- Working knowledge of relevant policies, codes of practice, legislation and employment law
- Work constructively as part of a team, understanding school roles and responsibilities within the HR role

**Key Contacts and Relationships:**

- All school employees
- HR Team and Business Manager
- Members of the public – answering questions about vacancies and processing all enquiry documentation.

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside School procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the School's written procedures.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

This job description is current at the date shown, but, in consultation with the post holder, may be changed to reflect or anticipate changes in the job commensurate with the grade and post title.

Employee Signature:

Print Name:

Date

Line Manager's Signature

Print Name:

Date: