



St Mary's and St John's CE School

HR and Recruitment Administrator

Application deadline: 9.00am Wednesday 29th July 2026

In Partnership
with Wren
Academies
Trust



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Introduction

SMSJ has its roots as far back as 1707, when a parochial school was established at the Sunningfields Road site. Almost 300 years later, St John's Infants and St Mary's Juniors successfully amalgamated, to become a primary school. Our Nursery school then opened in April 2007. Supported by the London Diocesan Board for Schools (LDBS), the school flourished and expanded to a three form entry in the primary phase.

As a result of the success of the primary school, the LDBS in partnership with Barnet Local Authority, expanded into the secondary phase in 2014. The success of this development along with the school's popularity and subsequent over subscription, resulted in further expansion to six forms of entry in September 2017.

September 2017 saw the opening of our Stamford Raffles Campus, housing students from years 9 to 13. This includes new facilities such as our fully equipped theatre and stunning Sixth Form Centre.

SMSJ values its long-standing service to the community. Our strong foundation has enabled us to grow into the thriving, multi-faith, high-attaining school we are today, providing excellence in teaching and learning for the children of Hendon and beyond. We welcome young people of all faiths and backgrounds into our close-knit school community.

Wren Academies Trust

Wren Academies Trust was established in September 2020 with the opening of Wren School Enfield, a new 11-18 secondary school. The development of a second School has led to further collaboration and innovation with subject departments regularly sharing resources and aligning assessments to reduce workload. The trust continued to expand with the inclusion of St Mary's and St John's, who joined the Trust in 2025. The size of the Trust provides many opportunities for continued Professional Development and career progression.

Gavin Smith, CEO

Welcome from the Secondary Co-Principals

Thank you for your interest in this opportunity. This is a pivotal role within the organisation, and we are seeking an individual who demonstrates empathy, insight, initiative, and the confidence to help support the school's continued development. We are a supportive and welcoming team, and we are looking for someone who is passionate and enthusiastic to join us.

The information provided in this pack, along with further details available on our website, should give you a clear understanding of the school. If you would like to learn more, please contact Karen Ryan on 020 8202 0026. We would be delighted to arrange a visit for you to meet our wonderful team and see our classrooms in action.

Finally, thank you for taking on the demanding and time-consuming task of preparing your application for this role. We look forward to meeting you if you are selected for interview.

**Ms Hannah Mason & Ms Alice Thomas
Co-Principals Secondary**



Vision and Ethos

Our Christian vision is drawn from Matthew's gospel which proclaims the Kingdom of God. Jesus teaches his disciples about choice, commitment and Christian hope for transformational change. His wisdom guides us to acknowledge that wealth is not material but that true wealth is gained from working collaboratively for the common good.

A fundamental component of our lives at SMSJ is a confident reassurance that all things are possible. We believe that healing, repair, repentance, forgiveness and reconciliation are always possible. We embrace innovation and transformation with the conviction that with Christ, every day, every task, every situation, every relationship brims with divine possibility. God is always at work in our lives.

We trust in the loving purposes of God: trusting that the foundations of the world are good because they spring from God. Our hope is rooted in the love and faithfulness of God. We strive to equip our students with an awareness of the true value of things together with an understanding of the consequences of our thoughts, words and actions. Christ's sacrificial life and his teaching about love and humility may appear foolish by the world's standards but, in reality, it expresses the Wisdom of God.

We use the Parable of the Good Samaritan as a lens which helps us to further explore the themes of compassion, sacrifice and love and to learn more about the Christian values of wisdom, service and hope.

SMSJ exists to enhance the future life chances and opportunities of our students, whatever their faith or starting point, by providing a centre of educational excellence at the heart of our community. Through hard work, resilience, perseverance and a commitment to our learning, we will create a hope-filled future. Our children will be equipped with the ambition, qualities, qualifications and values necessary to meet the challenges of an ever-changing world, knowing that '...with God, all things are possible'.

'The school is a nurturing environment in which adults and pupils of all ages treat each other with courtesy and respect. Pupils, including those regarded as vulnerable, thrive because they know that they are valued and heard'

SIAMS Inspection Report February 2025



Academy Information

At St Mary & St John's CE School, we are deeply committed to securing strong progress and maximising the potential of every pupil. Our students consistently achieve results above national averages, making excellent progress across the cohort and frequently exceeding expectations.

This success is underpinned by high-quality teaching, strong relationships and a shared culture of aspiration. For teachers, it reflects a supportive and purposeful environment where professional expertise has a direct and meaningful impact on student outcomes.



At the heart of the school is a powerful, future-focused curriculum designed to enhance the life chances of all learners, regardless of their starting point. Carefully planned, dynamic and responsive, the curriculum equips students with essential knowledge, intellectual confidence and well-developed character.

Teachers play an active role in shaping and refining the curriculum, drawing on subject expertise and innovation, while supporting students' moral, spiritual and personal development.

Joining St Mary & St John's means becoming part of a collaborative community committed to excellence, professional growth and preparing young people for the demands of the 21st century.

Staff Well Being

Year on year we have recruited a talented and committed staff who share the ambition of creating a uniquely successful school. Colleagues are encouraged to innovate and to develop new ways of learning and working together.

Benefits of working at SMSJ:

- Two-week October Half Term
- Consistent, whole school commitment to learning systems leading to excellent student behaviour, including silent corridors
- High quality CPD with implementation time to embed training
- Paid lunch duties
- Early finish at the end of the Autumn, Spring and Summer terms.
- Nursery wrap-around provision for staff members with children at SMSJ (in line with The School's Admissions Policy)
- Access to free counselling and other wellbeing support
- Termly staff social events and 'tea and cake Fridays'
- Car park and off-street parking



Salary

NJC 10-14 (£28,798 to £30,512 actual salary) 36 hours per week term time plus three weeks during school holidays.

Job Description

Role Reports To:

The HR and Recruitment Administrator will report to, and be line managed by the Senior HR and Recruitment Officer, although there will be significant input into the role from the Trust Business Manager and other Senior Leaders within the Trust.

Duties

Recruitment and HR

- Assist and manage the recruitment administration across SMSJ, from advertisement through to appointment, including but not limited to:
- Drafting and placing adverts in line with Safer Recruitment practices
- Logging applications and responding to candidate enquiries
- Coordinating interview schedules once shortlisting is completed
- Requesting and tracking references for shortlisted candidates
- Planning and overseeing the smooth running of interview days
- Attending interview panels, including student panels where required

Main Duties/Responsibilities:

- To provide professional, efficient administrative support to the Co-Principals
- To provide high quality communications from the Co-Principals office
- To oversee and approve written communications to all stakeholders from the Head of Primary and secondary school offices prior to distribution, ensuring this is of a high quality
- To maintain the Co-Principals diaries and bring meetings and other appointments to their attention
- To organise meetings for the Co-Principals including inviting other participants to meetings
- To ensure that the Co-Principals are briefed for all meetings with relevant correspondence, documents/presentations. To co-ordinate the agenda for Strategic SLT meetings, and Secondary SLT meetings, take action points of SLT meetings and distribute to all relevant SLT members
- To assess and determine priorities and actions on behalf of the Co-Principals in their absence, ensuring that problems and issues are referred to other relevant Senior Leaders
- To attend and take minutes of meetings as requested by the Co-Principals, including Governor Committee Meetings
- To act as a first point of contact for visitors, staff and students who have a meeting with or wish to speak to the Co-Principals or to delegate to the relevant SLT
- To oversee hospitality and refreshment arrangements for Co-Principals visitors, meetings and school events as requested

Duties continued:

- Ensure compliance with safeguarding and recruitment requirements by:
 - Completing all pre-employment and safeguarding checks prior to start date
 - Maintaining accurate and compliant recruitment records
 - Ensuring all interview notes are securely stored in line with safer recruitment guidance
 - Assist with maintaining accurate and up-to-date Single Central Records (SCR)
 - Organise and manage induction days in line with Trust policies
 - Complete all HR processes associated with induction
- Ensure all onboarding documentation is issued correctly, including, letters and contracts, ensuring that the Job Description is attached with the HMRC documentation, and all information required for pre-employment checks
- Send offer letters, HMRC and/or P45 and information needed to create payroll records to payroll for new joiners
- Add new joiners to MIS and HR systems and send new joiner lists to relevant staff
- Assist with the absence management process for the school, ensuring that absences are in line with the Trust absence policy
- Monitoring of probationary periods for all staff across in the school and remind line managers that probationary reviews must be carried out at the correct time
- Assist with other HR processes such as risk assessments for staff
- To always maintain confidentiality regarding HR and other sensitive information

- To undertake other general administrative tasks from time to time as directed by line managers or the Chief Executive Officer

Professional Behaviour

- To maintain high standards of professional behaviour towards colleagues and students
- To lead by example and to follow the school's dress code and code of conduct
- To carry out duties in a friendly, helpful and professional manner
- To have a flexible approach and to be prepared for the unusual
- To uphold and actively support the school's policies and procedures on the safeguarding of young people

Assessment

- To continue personal development as agreed in performance management
- To engage actively in the performance review process
- To address the performance management targets set by the line manager

Other Specific Duties

- To play a full part in the life of the school community, to support its distinctive aim, ethos and policies, and to encourage staff and students to follow this example
- To support the school in meeting its legal requirements as a Church School

This Job Description is current at the date shown but, in consultation with you, may be changed by the Chief Executive Officer, to reflect or anticipate changes in the job commensurate with the salary and job title.

Person Specification

Professional Skills and Experience

1. Experience in a similar role in either a school or other large organisation
2. A professional manner, good telephone and communication skills are essential
3. An adaptable approach to work
4. Good information technology skills. High level typing skills are essential
5. Be able to demonstrate an understanding of secondary school systems
6. A friendly, calm personality and excellent interpersonal skills
7. Be reliable and manage confidential information accordingly

People, Relationships and Communications

1. Be committed to maintaining a distinctive and inclusive Christian ethos in the school
2. Be able to relate to all students and staff in a positive and constructive way
3. Be part of a whole school team which seeks and develops a variety of opportunities to support and work with students
4. Have qualities which earn the trust and respect of students, staff, parents and governors

5. Possess integrity, optimism, credibility, resilience, calmness and a sense of proportion

6. Possess good written and verbal communication skills

7. Be able to build constructive working relationships with local schools and colleges, employers and the local authority

8. Appreciate the balance between academic and social development of young people, needed to create an outstanding school

Equality Act 2010 Statement

Wren Academies Trust is committed to ensuring our recruitment processes and employment practices comply with the Equality Act 2010. We promote equality of opportunity and welcome applications from all individuals, regardless of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Selection will be based solely on merit and the requirements of the role.

Safeguarding Statement

Wren Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced Disclosure and Barring Service (DBS) check and all relevant pre-employment checks in line with Keeping Children Safe in Education (KCSIE) guidance, and any other relevant legislations.

How to Apply

Application deadline

Completed application forms must be received by 9.00am Wednesday 29th July 2026 but applications will be considered as they are received.

Completing your application

Please complete your application on My New Term - CVs will not be accepted.

Candidates are asked to read the details carefully, especially the Job Description and Person Specification. Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.

If you have any questions please email recruitment@smsj.london.

Selection process

Interviews will be held during the week commencing Monday 3rd August 2026. The selection process may include a combination of tasks and an interview. Further details will be provided to the candidates shortlisted for interview.

References

Please do not include contact details for referees without their prior agreement.

Candidates are advised that references will be taken up immediately after shortlisting. Please ensure that referees are warned of the need to respond within the timescale set. The post will be offered subject to satisfactory completion of pre-employment checks.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply.

