



OUNDLÉ  
School

# HR Administrator

Applicant Information



# Oundle School

## The Corporation of Oundle School

**The Corporation of Oundle School, a registered charity, was founded to provide an education of the highest class and this remains its primary objective. The Corporation has responsibility for Oundle School, Laxton Junior School, Oundle School Enterprises Limited and the Oundle School Foundation.**

Oundle School has its origin in a grammar school founded in 1556 by Sir William Laxton, who was Master of the Worshipful Company of Grocers and Lord Mayor of London in 1544. The Grocers' Company is one of the oldest Livery Companies of the City of London and ranks second in the order of precedence. Under the terms of the will of Sir William Laxton, the Grocers' Company continues to demonstrate its support for Oundle School and Laxton Junior School (the Schools) through the provision of bursaries and grants.

## Oundle School and Laxton Junior School

Oundle School has long been associated with the very best of modern independent education, especially boarding. It takes seriously its responsibility to pupils so that they can emerge as decent, open-minded adults; ambitious about what they can go on to achieve and contribute. 1140 pupils are on roll at the School, of whom 840 are full boarders.

Laxton Junior School is a day school of 260 pupils from Reception to Year 6, located in the heart of Oundle.

A team of around 800 staff, both academic and support, ensure an education of the highest standard is in place across the Schools with the efforts of the whole team focused on this fundamental aim.

## Oundle Today

The Corporation of Oundle School is a rewarding and exciting place to work. We are proud of our staff and we value the contribution that every employee makes to the life of both Schools and our pupils.

We are fortunate in our location at the heart of a beautiful market town, not least because for over 450 years the School and town have been part of the same community. The town itself is home to a buzz of activity, from local farmers' markets and food traders to antique dealers and an independent brewery, all flanked by numerous shops, restaurants and cafes, many of which span decades of family tradition. There is a spirited cultural life, with music, literature and food festivals as well as extensive sports and social clubs for both young and old. Barnwell Country Park is within easy walking distance, while the River Nene and the surrounding countryside offer wonderful walks and outdoor pursuits.

Oundle School and Laxton Junior School are proud to be equal opportunity employers and we welcome applications from all. We are committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

## Recruitment Process and Benefits

The recruitment process will be conducted in line with our Recruitment Policy to select the most suitable person for the role in terms of relevant experience, abilities, and qualifications, as well as to meet our compliance requirements. In providing equal opportunities to all, we encourage all candidates to make us aware of any adjustments they may require in order to support during the recruitment process.

Our staff benefit from:

- Excellent working conditions
- Group Personal Pension Plan
- Life Assurance scheme
- BUPA Wellbeing Expenses Plan
- Employee Assistance Programme
- Access to some discounted tickets to the Stahl Theatre and Music Productions
- Discounted membership of the state of the art Sports Centre and Swimming Pool
- Electric Vehicle scheme subject to rules
- Cycle to Work scheme subject to rules
- Free lunch available for staff during School term times
- Free car parking (subject to availability)

*Some of the above are non-contractual.*

See also the Employment Information section.



# HR Administrator

## Responsibilities and Organisation Structure

The HR Department is fundamental to the strategic development of the School and to the tuition of pupils. It is also central to the administration and organisation of the School.

This role focuses on providing daily support to the HR department to ensure its smooth running and professional administration.

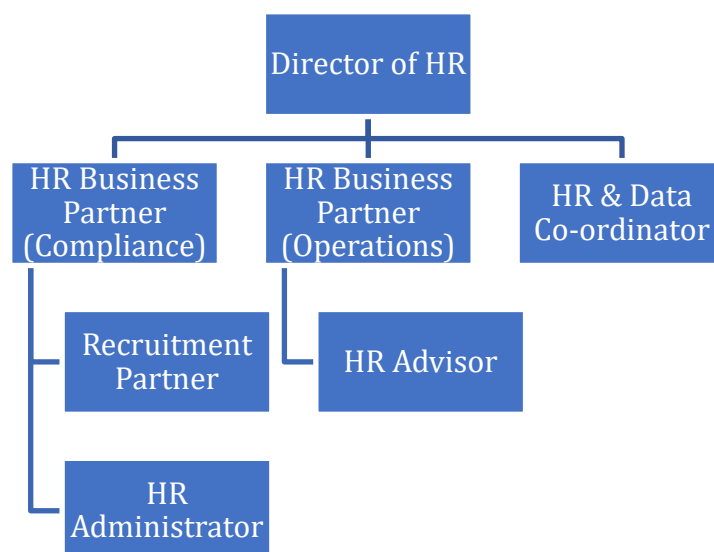
Reporting to the HRBP - Compliance, this role focuses on supporting the HR team to deliver a compliant and an enabling function to the School.

**Department:** Bursarial

**Department/Team:** Human Resources

**Responsible to:** HR Business Partner (Compliance)

**Responsible for (staff):** None



## Key Responsibilities

### Administration (70%)

- Handle general incoming enquires to the department (be they in person or otherwise) professionally and efficiently, ensuring a positive image of the department is delivered.
- Support the team with issuing standard letters/email responses where required e.g. employment and mortgage type references and other general matters, seeking guidance as appropriate.
- Support the processing of changes and leavers with the HR Data Co-ordinator.

- Process and monitor all absences reported into the department, including sickness, following up as required and liaising with the HR Advisor and HR Business Partners.
- Support the organisation of support staff Induction.
- Provide basic support to the recruitment function when reasonably required.
- Carry out all other general administrative duties including word processing, filing, photocopying etc. which fall within the scope of this role.
- Manage the HR Department mailbox, resolving queries where able or escalating to the HR Advisor or HR Business Partners, where necessary.

#### Recruitment Checks (10%)

- Support the team to manage checks from acceptance to sign off, seeking advice where appropriate.

#### Policy & Compliance (20%)

- To champion ensuring we are compliant with GDPR from a records perspective, working with the team to ensure appropriate filing and archiving.
- Support the HRBP in ensuring the effective implementation of service-related policies, raising certificates and facilitating issue of service cards and supporting appropriate functions where required
- Take responsibility for archiving old documents on the MS system/s.
- Support the updating of the department's Intranet pages (SharePoint).

#### Additional duties

- To lead on set HR projects, providing and gaining support to/from managers and other key stakeholders where a contribution from HR is required.
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

*These tasks are not intended to be exhaustive.*

*It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.*

## Person Specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

Qualifications	Essential	Desirable
GCSE standard grades A – C in English and Maths	✓	
CIPD Level 3 qualification, or equivalent experience		✓
Competencies, Skills and Experience	Essential	Desirable
Significant experience of effective administration ideally gained in a compliance environment	✓	
Able to work at pace and accurately	✓	
Effective at planning and prioritising a varied workload	✓	
Excellent rapport skills and sensitivity with a range of stakeholders internal and external	✓	
Competent, to an intermediate level, in the use of Microsoft Office products including Word and Excel	✓	
Experience of effective use of HR systems		✓
Experience of working in a busy School		✓
Personal qualities	Essential	
Excellent timekeeping and personal organisation	✓	
Empathic, able to gain and build trust within boundaries	✓	
Calm under pressure, able to prioritise and escalate appropriately	✓	
Excellent communication skills (both written and verbal)	✓	
Evidential passion for excellence in administration	✓	
Professional manner – maintaining confidentiality and discretion	✓	
Able to champion the need for diversity; safeguarding and respect for British values (as defined under Prevent Duty)	✓	

All roles at the School are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2024 guidance, therefore a good understanding of safeguarding procedures is essential on employment.

THE SCHOOL IS AN EQUAL OPPORTUNITIES EMPLOYER



## Employment Information

The role is subject to a six-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** To be agreed, subject to notice period and pre-employment checks.
- **Contract:** Permanent.
- **Working weeks:** This role is to work all year round, which is 52 weeks per annum
- **Hours of work:** 30 hours per week, within core hours of 8:30am to 5:00pm, Monday – Friday. Times and days of work to be agreed with the successful candidate, however, a visible presence in the School, to deal with visits and enquiries, is essential.
- **Salary:** Up to £28,000 (FTE) depending on experience.
- **Holidays:** 21 days plus 7 Bank Holidays. This is pro-rata for part-time staff. (There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day). Any official School closure period (currently during part of the Christmas holiday) is classed as non-working days and this is in addition to the holiday entitlement.

To apply, please visit our Recruitment website at: [www.oundleschool.org.uk/vacancies](http://www.oundleschool.org.uk/vacancies)

**Closing date for applications is 25 April 2025**

If you have any questions about the role, please contact:

**HR Department**  
**Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE**  
**Email c/o: [opportunities@oundleschool.org.uk](mailto:opportunities@oundleschool.org.uk) / Tel: 01832 277193**