



SEDBERGH
SCHOOL

FOUNDED 1525

Job Title: Administrative Officer – HR Department

Location: Sedbergh School

Contract type: Full Time, Permanent

Reporting To: HR Manager

Hours Of Work: Monday – Friday, 37.5 hours per week

Salary: £23,303 - £24,500 (dependent on experience)

Sedbergh School is seeking to appoint a highly professional, motivated and positive person to join the HR Team as an Administrative Officer.

The Administrative Officer will be responsible for the completion of administrative functions within the HR department. This includes recruitment, contracts, employee relations, change of circumstances, sickness absence and maintenance of personnel files and records including the single central record.

Previous experience of working in a fast-paced administrative department is essential.

Key Duties & Responsibilities

- ✦ Support the recruitment and selection process, including the production of job descriptions, managing vacancies and liaising with candidates.
- ✦ Producing documentation for interview and meeting and greeting of candidates.
- ✦ Ensure that safer recruitment processes are in place and in line with Keeping Children Safe in Education (KCSIE).
- ✦ Ensure all pre-employment checks (references, medical fitness to work, online checks, DBS applications and overseas checks) are completed.
- ✦ Assist the HR Team with ensuring that the Single Central Register of checks is kept up to date at all times.
- ✦ Ensure all safeguarding checks are in place.
- ✦ To assist with the preparation of all general correspondence associated with the employee lifecycle.
- ✦ To assist with general administration within the department such as documenting minutes of meeting.
- ✦ Manage the HR queries inbox, deal with queries or re-direct as appropriate.

Additional Duties

- ✦ All staff employed by Sedbergh School are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.
- ✦ All staff should be aware of the school's health and safety policy and implement it as appropriate.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the level of this post.

Person Specification:

As an Administrative Officer in the HR department, you will have:

- ✦ GCSE at grade A-C (4 or above) or equivalent level in both Maths and English.
- ✦ Experience of working in a fast-paced administrative environment.
- ✦ Evidence of being a team player, but with the ability to also work on own initiative.
- ✦ Effective interpersonal and communication skills, with the ability to problem solve.
- ✦ Excellent communication skills, including a proven ability to prioritise workload and juggle competing demands.
- ✦ Excellent attention to detail with demonstrable ability to produce accurate, detailed work within strict deadlines.
- ✦ Experience of taking personal responsibility for providing and maintaining a quality service provision.
- ✦ Excellent IT skills, including familiarity with Microsoft Office Suite.
- ✦ Experience in maintaining confidentiality.

How to Apply:

To apply, please download a copy of our application form from the bottom of this webpage or contact us on the email address above.

Any further enquiries may be directed to: hradmin@sedberghschool.org

Please note that the closing date for this position is 15 October 2023.

Please note that due to the needs of the School and the department, we may interview suitable candidates before the closing date. This job may also close early if a large number of applications are received. You are therefore advised to submit your application as early as possible to avoid missing your chance to apply.

We look forward to hearing from you.

Sedbergh School is committed to safeguarding & protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Registered charity 1080672

