



HR Administrator

February 2026

About Us



Villiers High School, or Southall County School as it was known in its inaugural year, has stood the test of time. The school opened to its 54 pupils September 14th, 1907 under its first Headteacher, Mr Sam Pollitt, in the then relatively new suburb of Southall. Over one hundred years later, under the Headship of Mr Christopher Richards, it continues to enjoy a reputation for success but is now fully inclusive and serves a vastly different population of just under 1500 pupils.

Our 150 teaching and support staff do an excellent job of educating our pupils each year and, although we are larger than the England average, we are smaller than many local High schools. This makes us the right size to offer a full range of subjects taught by specialist teachers whilst retaining a small family-style supportive environment in which we get to know every child.

We are situated in the heart of Southall, just a short walk from the Elizabeth line and a stop on the Super Loop which connects us with the best that London can offer. We like to think of ourselves as the beating heart of the community as we work closely with community partners and support and celebrate our locality. We teach our pupils to be active citizens and to aspire to great things for themselves and their community; you will often see students involved in projects to improve the local area such as planting projects and litter-picking as well as working with local councillors to help shape the future of the area.

We invest heavily in extra-curricular opportunities such as clubs and activities to help our pupils discover their passions as well as organising an impressive number of trips and visits with the aim of enriching and inspiring them. We feel it is important for the pupils to go beyond their comfort zones learning about the best the world can offer so they can make it an even better place than they found it.

The majority of the school is housed in a beautiful Grade 2 listed building and, whilst honouring our past, we have undertaken a comprehensive refurbishment plan to upgrade all classrooms and IT facilities. Our newly refurbished school theatre allows us to perform at a very high standard, and we regularly welcome lettings of this impressive venue. We look forward to the start of our Eco building very soon; this state-of-the-art ecological build will consist of three storeys with brand new Science and Computer Science laboratories, exhibition and conference space, an ecological garden and in spite of this, will be carbon neutral.

Sustainability is very important to us at the school, and we encourage all staff and students to find an environmentally friendly way of getting to and from school, reduce our reliance on single-use plastics, waste less and recycle more. We expect to see our school values of Honesty, Equity, Aspiration, Respect and Tenacity in action in our pupils' and staff's daily lives therefore our policies, procedures and approaches in the classroom are honed to develop these on a daily basis..



Benefits

- Highly competitive salary
- Subsidised School meals
- Subsidised coffee shop on site
- Local authority pension scheme with up to 13% employer contributions
- Additional 3 wellbeing days (1 day per term for all staff)
- Access to Ealing Borough Services employee discounts including cycle to work, Ealing Credit Union and reimbursement on eye tests for screen users

Our Vision:

A world-class inclusive school at the beating heart of its community.

Our Values:

Honesty, Equity, Aspiration, Respect, Tenacity



HR Administrator
Part Time
Fixed Term



Overview of role

Villiers High School is looking to appoint a professional, self-motivated, and organised person to join the school.

The HR administrator will act as the first port of call to staff and external partners for all HR related queries. As a priority, the HR administrator will process the majority of staff documentation, including contracts, payroll related transactions, recruitment paperwork and starter packs.

Assisting with other ad hoc administrative tasks as and when they arise.

Salary: Grade 5 (£32,676 -£34,128 per annum, pro-rata)

This is a part time role for 20 hours/week .

Working Pattern: Monday – Friday , 8am -12noon

This is a fixed term role initially till August 2026 with a possibility of further extension.

We are offering an exciting opportunity for the right person with a positive can-do attitude.

Job Description

Key Responsibilities

- To assist the HR Advisor in providing a comprehensive HR administration service relating to the employment lifecycle.
- To act as a first point of contact for all staff to the Human Resources Team whether in person, via telephone or via HR email in-box.
- To co-ordinate HR recruitment systems including Disclosure & Barring Service (DBS) check processing and Right to Work checks as required.
- To ensure accurate HR records are maintained for all employees.

Recruitment and Selection

- Support the HR Advisor to manage the recruitment process, for example; prepare recruitment documents, organise recruitment timetables, draft and place adverts, log application forms, administer recruitment campaigns.
- Ensure that all necessary employment checks are undertaken including DBS checks and right to work evidencing, qualification and medical checks and taking up employer references.

On-boarding and Induction

- Administer the process for new starters; for example, prepare offer letters and process all pre-employment checks.
- Collate all new starter documents required.

Payroll

- Ensure that all payroll instructions are prepared and logged in time for the monthly payroll run and submitted to our payroll provider, for example, contractual variations, new starters and leavers.

Policies & Procedures

- Direct staff and Managers to the relevant HR policies and procedures upon enquiry.
- Support with Annual leave and Leave of Absence Requests
- Support the HR Advisor to oversee the Schools Return to Work Process
- Support the HR Advisor by taking formal notes and minutes for formal HR Meetings.

HR System and Reporting

- Input starters and leavers, contractual amendments, change of details annual leave and recording of sickness and other leave.
- Support the HR Advisor to maintain the School's Single Central Record
- Updating Staff Lists.
- Database annual cleansing/preparing for the next year.

Leaver Administration

- Ensure resignations are acknowledged in a timely manner, the Line Manager is aware of the process and any outstanding annual leave is calculated in accordance with the employee's terms and conditions.
- Ensure exit interviews are conducted for all staff either face to face or electronically.

General Administration

- Carry out general administration tasks for the HR Department, for example; responding to queries, devising standard Human Resource documents and letters and managing the HR email inbox.
- Respond to reference requests for current or ex-members of staff.
- Ensure electronic and paper-based personnel files are maintained and filing/archiving is completed in a timely, GDPR/Data protection compliant manner.
- Maintain an up to date Procedures Manual for all HR Administration duties.

Person Specification

Essential

- Proven experience as a HR administrator or HR assistant.
- An understanding of HR processes and systems.
- Computer literate with programmes such as word, excel, etc.
- Organisational skills and ability to prioritise.
- Good interpersonal and communication skills. Ability to deal tactfully and professionally with colleagues is essential.
- An ability to deal with confidential information and maintain confidentiality is essential.
- The ability to work independently and problem solve and to be able to work well under pressure to required deadlines.
- Personal resilience and the capacity to work effectively and stay calm under pressure are essential.
- Attention to detail and accuracy.

Highly Desirable

- Experience of using ITrent
- Good/current understanding of UK employment laws and HR policies .
- Ability to speak a second language

Desirable

Level 3 or 5 CIPD qualification or HR certification

Recruitment Schedule and Other Information

ACTIVITY	DATE
Salary	Grade 5
Closing Date for Application	Friday 13 th March 2026
Interview	W/C 16 th March 2026
Offer	Asap
Start date	Asap

How to Apply

Bring your true self, expertise, and passion to Villiers where we are continuing to strive to build a school where authentic inclusion and belonging is at its heart. Every one of our staff and students' identities, backgrounds and diverse experiences makes us who we are – so embrace yours by applying today. We acknowledge our need to address the current underrepresentation of staff from LGBTQ+ communities those with disabilities and minority backgrounds.

To apply, please complete the “Support Staff application form”, addressing the details included in the job description and person specification.

We will also need supporting statements detailing why you are a good fit for Villiers High School and this role.

Queries & Support

Thank you for your interest in Villiers High School and if you have any queries, or require support in submitting your application, or need any adjustments due to a disability or neurodiverse condition please contact please contact a member of HR Team on HR@villiers.ealing.sch.uk or +44 (0)20 8813 8001.