



HR Administrator

**Villiers High School
September 2025**

About Us



Villiers is a highly successful 11-19 co-educational school; our pupils come from diverse backgrounds, and they work, play and flourish together developing respect and understanding of a variety of cultures. We have grown considerably in size and popularity in recent years; a reflection of our high standards and fantastic achievements. Our pupils leave with qualifications that will set them up for the world of work and further education. Our 150 teaching and support staff do an excellent job of educating nearly 1500 pupils each year and although this makes us 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 academic and vocational subjects taught by specialist teachers whilst retaining a small 'family' style supportive environment in which we get to know every child. We are rightly proud of our personalised approach to pupils' learning needs. It is a regular event that 100% of our Sixth Form students achieve a place on a course at a university of their choice. We are particularly proud of our enrichment programme; we have expanded the range and diversity of our clubs and trips over recent years and are delighted to be able to give our pupils once in a lifetime opportunities to travel and learn.

Our History

Southall County School first opened in 1907. It was one of the first secondary schools to be built by Middlesex County Council to cater for the expansion of education envisioned by the 1902 Education Act and remains the longest established school in the borough. Southall then was a small country town surrounded by farms and market gardens; The Great Western Railway, the Gas Works and the Monstead's Margarine were the only signs of industry. The school grew under the leadership of the first two Headteachers – Samuel Pollit and Charles Vernon, who guided the school through the two World Wars and the depression, to emerge into the sixties when it was amalgamated with the Technical School in Beaconsfield Road, to become Southall Grammar Technical School.

The current Headteacher, Christopher Richards, was appointed as Deputy Headteacher in April 2017 and latterly as Senior Deputy Headteacher. In May 2019, the school achieved its Outstanding status in every category for the first time in its history.

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, Empathy, Aspiration, Respect, Tenacity

Other:

We are pleased to inform stakeholders that work to complete our new £25m building is likely to start in 2025 with completion expected by Autumn 2026. This new Eco building will transform teaching, learning and support staff spaces.

Location:

We are 0.5 miles (Southall station) from the new Elizabeth line and located centrally for all Bus routes including the Superloop (SL8) as the school is 0.2 miles from the Uxbridge Road.

Our weekly blog, '**Family Bulletin**', can be seen [here](#)



HR Administrator

Part Time (17.5hours/week)
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)**

We are offering an exciting opportunity for the right person with a positive can-do attitude. **The successful candidate will need to:**

- * Be resilient, flexible and demonstrate an ability to work in a busy environment.
- * Be well organised.
- * Be punctual and have honest communication skills.

In return you will receive:

- * The support of committed, dedicated and friendly colleagues.
- * A school which is reflective and striving for continual improvement.

Job Description

Key Responsibilities

- To assist the HR Adviser 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 enter staff pay transactions on the School's I Trent HR system.
- To co-ordinate HR recruitment systems including Disclosure & Barring Service (DBS) check processing, Occupational Health Assessments and Right to Work checks as required.
- To ensure accurate HR records are maintained for all employees.
- To provide HR reports as requested.

Recruitment and Selection

- Support the HR Adviser to manage the recruitment process, for example; prepare recruitment documents, organise recruitment time tables, 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 contracts and offer letters and process all pre-employment checks.
- Liase with Line Managers to ensure they are aware of their responsibility in the induction process.
- Administer the probation process, ensuring Managers know when review meetings need to take place.

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, leavers, contractual benefits and staff benefits.

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 Adviser to oversee the Schools Return to Work Process
- Support the HR Adviser 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.
- Respond to staff pay queries
- Support the HR Adviser to maintain the School's Single Central Record
- Provide accurate quarterly data reports from the Itrent and other relevant databases as requested.
- Database annual cleansing/preparing for the next year.

Advice and Guidance

- Provide day to day advice to Line Managers and staff on general HR related queries, requests and Policies and Procedures, escalating more complex issues to the HR Adviser.
- Assist in formal meetings, such as employee disciplinarys and grievances undertaking such tasks as may be required by the school.

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.

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.
- Refer staff issues for Health and Safety risk assessments when appropriate (e.g. maternity) and/or where referrals to our occupational health provider are required.
- Arrange DBS checks as required for new starters and support the HR Adviser to undertake the reissue process for existing staff.

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 6
Closing Date for Application	Monday 6 th Oct 2025 9am
Interview	Thursday 9 th Oct 2025
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 a member of HR Team on HR@villiers.ealing.sch.uk or +44 (0)20 8813 8001.