



HIGHFIELDS SCHOOL

Boundary Way, Penn,
Wolverhampton WV4 4NT

Tel: 01902 556530

Email: enquiries@hswv.co.uk

NOR 1749

SIXTH FORM 350

HUMAN RESOURCES ASSISTANT

Required as soon as possible

NJC Grade 4 (estimated actual salary £23,459 - £25,005)

37 hours per week

Term Time Only (44.85 weeks)

We wish to appoint an organised and proactive individual to support our school's HR service. Working closely with the HR Manager, the successful candidate will play a key role in supporting recruitment and onboarding, maintaining employee records, payroll administration, and staff development activities.

This is an excellent opportunity for someone looking to develop their HR career within a busy and rewarding school environment.

Our Business Support Team offers:

- Experienced and supportive staff
- A creative and collaborative working environment
- Opportunities for professional development
- Generous holiday entitlement
- Membership of the Local Government Pension Scheme through the West Midlands Pension Fund
- Access to the Cycle to Work Scheme

As a school we offer:

- A vibrant and exciting comprehensive school which is culturally and ethnically diverse
- Excellent examination results
- Outstanding student progress
- Well behaved students who are eager to learn
- Supportive parents who want the best for their children
- A large Sixth Form
- Modern and stimulating teaching facilities
- Excellent CPD opportunities at all levels

How to Apply

Please download a copy of the school's Support Staff Application Form from our website (<https://hswv.co.uk/support-staff-vacancies>) and return by email to recruitment@hswv.co.uk.

We strongly encourage prospective applicants to visit the school before applying. To arrange a visit, or to discuss this vacancy further, please contact Miss K McGuckin: HR Manager – kmcguckin@hswv.co.uk

Closing date: Monday 2nd November 2026 at 9am

Interviews: To be advised to successful applicants

Highfields School is committed to safeguarding and promoting the welfare of children and young people

This post is subject to satisfactory pre-employment checks including an Enhanced DBS Check and 2 very good references. For full details, please see our Recruitment Privacy Notice available from our Trust website: <https://www.lykos.org.uk/our-trust>



HIGHFIELDS SCHOOL

Job Description

Post Title:	Human Resources Assistant
Purpose:	• To support the HR Manager in providing an efficient and proactive HR service. • To provide efficient and effective administrative and clerical support in school HR.
Reporting to:	HR Manager
Responsible for:	N/A
Liaising with:	All staff, external agencies, external stakeholders
Working Time:	37 hours per week, term time only 7:30am - 3:30pm, or by negotiation
Salary/Grade:	Grade 4
Disclosure level:	Enhanced

HR

- To work under the direction of the HR Manager, ensuring the efficient and effective management of school HR.
- Assist with the recruitment, selection and appointment processes for staff.
- Lead on the recruitment, selection and appointment processes for volunteers and service providers.
- Be responsible for setting up Initial Teacher Training (ITT) placement students on school systems.
- Assist with the induction and probation processes for new staff.
- Process contractual changes for staff, as required.
- Maintain accurate staff personnel records.
- Assist with the annual salary statement and data collection exercise.
- Support the staff CPD process, including assisting with arrangements for the annual safeguarding training update.
- Assist with the school's absence recording procedures, as required.
- To deputise in the organisation of teaching staff cover in the absence of the Admin Manager.

Single Central Record

- Assist the HR Manager in updating the School Single Central Record in line with current legislation and KCSIE.

Payroll

- Undertake monthly checking and timely submission of staff timesheets.
- Keep accurate records of all timesheets.

Administration
• Assist with updating the school staff lists and structures, as required. • Assist with updating the Staff Info Area on SharePoint.
Quality Assurance
• To implement and adhere to school quality procedures. • To contribute to the review of procedures and protocols. • Ensure all procedures and materials used are GDPR compliant.
Communications
• To communicate effectively with students and staff as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the school. • To follow agreed policies for communications in the school.
Management of Resources
• Ensure appropriate resources are in place for the efficient and effective daily operations.
Staff Development
• Work as a member of a designated team and contribute positively to effective working relations within the school. • Take part in the school's staff development programme by participating in training and professional development activities. • Undertake Appraisal Review.
Marketing and Liaison
• Take part in marketing and liaison activities such as Open Morning. • Support events and meetings held outside normal school hours.
Other Specific Duties
• To play a full part in the life of the Trust community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To promote actively the Trust's corporate policies. • To continue personal development as agreed. • To comply with the Trust's Health and safety policy and undertake risk assessments as appropriate. • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. • Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed: Date:
Headteacher

Signed: Date:.....
Member of staff



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HUMAN RESOURCES ASSISTANT PERSON SPECIFICATION

QUALIFICATIONS / TRAINING	ESSENTIAL	DESIRABLE
Level 3 Business Administration or equivalent qualification in a relevant discipline (or working towards).		✓
GCSE English and Maths (or equivalent).	✓	
Evidence of Continuous Professional Development.		✓

EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of working in Human Resources.		✓
Experience of working in an office setting.		✓
Experience of working in an educational setting.		✓
Experience of using Office 365 and management information systems (e.g. Bromcom).	✓	
Experience of managing and maintaining data in a secure environment.		✓
Experience of maintaining accurate records.		✓
Experience of supporting recruitment and selection processes.		✓
Experience of payroll administration.		✓

SKILLS / KNOWLEDGE	ESSENTIAL	DESIRABLE
Excellent time management skills with an ability to plan, prioritise, implement and monitor tasks within set time scales.	✓	
Excellent attention to detail and high standards of accuracy.	✓	
Excellent communication skills and an ability to build strong working relationships with colleagues.	✓	

SKILLS / KNOWLEDGE	ESSENTIAL	DESIRABLE
Good numerical skills and an ability to work accurately with data.	✓	
Strong IT skills, including confident use of a wide range of software and digital tools to support efficient working practices.	✓	
Strong organisational and secretarial skills, with a systematic approach to problem solving.	✓	
Knowledge of school procedures.		✓
Knowledge of relevant legislation including employment law, Keeping Children Safe in Education, and GDPR.		✓
Knowledge of HR policies, procedures, and best practice.		✓
Knowledge of safer recruitment practices.		✓
Ability to use own initiative appropriately.	✓	
Ability to act with sensitivity, discretion and confidentiality.	✓	
Work constructively as part of a team.	✓	
Flexible approach to people and situations.	✓	

OTHER	ESSENTIAL	DESIRABLE
Has a commitment to Safeguarding and promoting the welfare of children.	✓	
Has a commitment to continuous professional development in HR.	✓	
Has a commitment to confidentiality and professional ethics.	✓	
Personal presence and high expectations.	✓	
Positive outlook and strong work ethic.	✓	
Flexibility in working hours when necessary.	✓	