



CIRENCESTER  
KINGSHILL  
SCHOOL

Kingshill Lane  
Cirencester  
Gloucestershire  
GL7 1HS

01285 651511

# PERSONNEL ADMINISTRATOR

**Start date:** ASAP

**Salary:** Grade D Point 3 to 6  
(£24,027 to £25,183 pa pro rata)  
Actual Salary: £11,146 – £11,682 per annum

Permanent, Part time, Term Time plus Inset Days

We are looking to recruit a Personnel Administrator to join our team, who will work alongside the Personnel Manager, providing administrative support for the provision of a comprehensive, highly effective, confidential and consistent personnel and safer recruitment service for Cirencester Kingshill School, ensuring the school is always compliant with relevant employment law legislation.

Duties will include:

- Providing administrative support for the Recruitment and Selection process
- Assisting in the Disclosure and Barring Service process
- Preparing Induction Packs for all support staff/teaching staff/ trainee teachers
- Receiving daily absence messages and informing the appropriate line manager
- Assisting with the maintenance and compliance of the school's Central Record, SIMS personnel records and personnel files
- Assisting in the completion of the annual workforce census and all associated paperwork

The successful candidate will have previous office-based experience, looking for a varied and busy role. Previous experience within Personnel, HR or Recruitment would be an advantage but is not essential as training can be given.

## Hours

20 hours per week at the following times:  
4 hours per day, Monday to Friday, between the hours:  
8.10am – 4.00pm. Negotiable to suit the right candidate.

## Holidays

The post is term time only, plus INSET days (44.75 weeks per year). This includes 25.5 paid days holiday rising to 30.5 after 5 years continuous service, plus statutory holidays. All holidays must be taken in the school holidays.

## Safeguarding

Cirencester Kingshill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. This post is subject to an enhanced Disclosure and Barring Service check.

We welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

**Applications by: 9.00am**

**Thursday 14<sup>th</sup> November 2024**

(we reserve the right to close applications early as this position is urgent, for this reason we urge interested applicants to apply as soon as possible).

## How to Apply

- Please complete the Application Form for Support Staff (available via the school vacancies section on the school website).
- Include the names, addresses, contact numbers and email addresses of your two referees.
- Include your C.V.
- Letter of application which explains how your experiences and skills will best fit the role of Personnel Administrator

**Please note that applications without the above being completed/included will not be accepted**

Please email completed application forms and relevant documentation to:

[jobs@cirencesterkingshill.gloucs.sch.uk](mailto:jobs@cirencesterkingshill.gloucs.sch.uk)

or post to Cirencester Kingshill School, Kingshill Lane,  
Cirencester, Gloucestershire, GL7 1HS

We look forward to hearing from you. If you require any further information please do not hesitate to contact Personnel Manager on 01285 651511 ext. 226, or email: [jobs@cirencesterkingshill.gloucs.sch.uk](mailto:jobs@cirencesterkingshill.gloucs.sch.uk)

**JOB TITLE:** Personnel Administrator

**LOCATION:** Cirencester Kingshill School - 11 - 16 Secondary School

**HOURS:** 20 hours per week to be worked at the following times:

4 hours a day Monday to Friday between the hours: 8.10am – 4.00pm. Negotiable to suit the right candidate

These hours would include a 20-minute paid break if the post holder worked more than 4 hours per day, to be taken at times agreed with the Line Manager.

**GRADE:** D

**RESPONSIBLE TO:** The Personnel Manager and Business Manager and through the Personnel Manager and Business Manager to the Trustees

**LINE MANAGER:** Personnel Manager

**RESPONSIBLE FOR:** Not applicable

**JOB PURPOSE:** Working alongside the Personnel Manager, to provide administrative support for the provision of a comprehensive, highly effective, confidential and consistent personnel and safer recruitment service for Cirencester Kingshill School, ensuring the school is always compliant with relevant employment law legislation.

**KEY TASKS:**

In liaison with the Personnel Manager:

**Recruitment, Selection and Probation**

To provide administrative support for the Recruitment and Selection process within the school, including:

- Update job descriptions as needed
- Place advertisements – publications and internet
- Support the interview process
- Obtain references
- Produce and issue appointment letters, contracts of employment. Issuing statements of particulars.
- Support with Personnel Manager with the preparation and collation of all paperwork to send to applicants.
- Assist the Personnel Manager in the organisation and collation of paperwork relating to interview arrangements.
- Assist with the monitoring, following up and recording of documents returned to the school from newly appointed staff.
- As directed, send out correspondence to unsuccessful applicants.
- Assist the Personnel Manager to send out paperwork for probation periods.
- Assist in the leaving process, e.g. typing thank you letters, collecting keys ID cards etc.

## **DBS Procedure**

- Assist in the Disclosure and Barring Service process for all staff and Trustees.
- Assist in the risk assessment process of visitors to the school.

## **Inductions**

- Prepare Induction Packs for all support staff/teaching staff/ trainee teachers.

## **Absence Management**

- Receive daily absence messages and inform the appropriate line manager.
- Assist the Personnel Manager in the making of referrals to the school's occupational health service and liaise with staff, line managers and occupational health as necessary.

## **Central Record and Personnel Files**

To assist with the maintenance of:

- Schools Central Record
- SIMS personnel records
- Paper personnel files

## **Workforce Census**

- Assist in the completion of the annual workforce census and all associated paperwork.

## **Policies and Personnel Advice**

- Where possible, deal with staff enquiries by referring them to the relevant Personnel policy.
- Be the first point of contact for all Personnel matters for staff and managers.
- After consultation with the Personnel Manager, liaise with the personnel advice company as necessary.

## **General Personnel Duties**

- Responsible for Personnel filing into the employee's personnel files, including dead filing and archiving.
- Responsible for generating letters in regards to resignations, absence, sickness and unpaid leave.
- Regular update of staff lists, including the Fire Lists and staff roles and responsibilities and update of staff trays. Also, including the staff telephone list for the staff handbook and the staff's private numbers list.

This job description is to be reviewed annually.

Your job description is not your contract. The document is flexible and can be changed according to the needs of the organisation in agreement with your Line Manager or the Headteacher.

November 2024

# Cirencester Kingshill School

## Person Specification – Personnel Administrator

|                                         | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Desirable                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualifications                          | <ul style="list-style-type: none"><li>• Educated GCSE in English and Mathematics Grade C or equivalent</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Experience, Understanding and Knowledge | <ul style="list-style-type: none"><li>• Skilled at using Microsoft Office packages including Word, Excel, Outlook and PowerPoint</li><li>• High personal and professional standards</li><li>• Ability to maintain strict confidentiality</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"><li>• Work experience in HR, Personnel or Recruitment, not essential as training can be given.</li><li>• Experience of working within an education setting</li><li>• Understanding local government terms and conditions and guidance, training can be given</li><li>• Knowledge of SIMS and other education management information systems, training can be given.</li></ul> |
| Personal Qualities                      | <ul style="list-style-type: none"><li>• Excellent communicator</li><li>• Ability to work under pressure</li><li>• Friendly and approachable</li><li>• Confident</li><li>• Organised</li><li>• Accurate, an eye for detail</li><li>• Ability to prioritise work</li><li>• Willing to participate in relevant training and CLPD</li><li>• Ability to work unsupervised and deal with unpredictable situations, as well as work as part of a team</li><li>• Have tact and discretion, as well as be able to establish positive relationships with colleagues and external agencies</li><li>• A supportive understanding of, and commitment to, the school and its success</li><li>• Good sense of humour</li></ul> | <ul style="list-style-type: none"><li>• Willingness to take part in the wider life of the school</li></ul>                                                                                                                                                                                                                                                                                                      |

# Cirencester Kingshill School

## Employee Benefits

Cirencester Kingshill School is proud to offer a wide range of benefits for our employees, which includes:

- Attractive salary and pension schemes – Teachers Pension Scheme (Teaching Staff) or the Local Government Pension Scheme (Professional Support Staff)
- Family friendly policies
- A range of statutory benefits including sick pay, maternity, paternity, shared parental and adoption leave
- Access to an employee assistance programme for all staff that offers services, including wellbeing, self-referral counselling, information on stress, weight management, smoking cessation
- Access to Occupational Health services
- New staff induction and support programmes
- Long service awards
- Cycle to Work scheme
- Additional day of holiday per year 'Me day.' Conditions apply.
- Continuous service in other state funded schools will be honoured in relation to sick pay, holiday entitlement, pension rights
- Access to or provision of IT equipment (role specific)
- Access to CLPD and INSET, personalised for individuals through the schools' Appraisal procedures, including access to role specific academic study and professional qualifications
- Onsite parking facilities and cycle storage
- Staff social, sporting and wellbeing activities throughout the year
- The dining room is open for staff to use before school for breakfast and at break and lunch times
- Staff room with facilities, including tea and coffee
- There is an optional staff social fund