



“The endless support I received from the teachers at Stonehenge has really inspired me. I am now training to become a teacher, to change lives in the way they changed mine.

Former student, Kristie Newham

# THE STONEHENGE SCHOOL

HR ADMINISTRATOR

Application pack

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## WELCOME FROM THE CO-HEADTEACHERS

At the Stonehenge School we believe that there is no limit to any student's potential. We aspire to develop a positive learning community in which effort, participation and achievement are valued.

Striving for excellence, we aim to create an outstanding school where students are happy, healthy and given opportunities to exceed their expectations. Enriched by history and culture, Stonehenge is a school for the future.

The school is increasingly popular and to cater for a growing roll we have recently moved into our £6.5 million new build, allowing our full number on roll to eventually grow to 1120 pupils. We have recently received confirmation that £4.5million in funding has been allocated for the second phase in our redevelopment, which will bring a new building to replace older facilities in the school, and improve our sporting facilities. Applications for entry into Year 7 have been over-subscribed in each of the last three years and we are expecting an even larger increase this year.

The school community is important to us, meaning that we have strong relationships with our students, and a collegiate supportive atmosphere within staff.



### PERSONALISED PROVISION

The Stonehenge school provides students with the opportunity to study a wide spread of subjects throughout Key Stage 3 and 4, providing full access to the National Curriculum with coverage of the full Ebacc at Key Stage 3, including 3 languages and a full range of arts subjects.

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*Striving for excellence, exceeding expectation.*



At Key Stage 3, key skills and knowledge are assessed using our 'I can' system, allowing teachers and students to keep track of their learning and progress. Students are given the flexibility and ownership to design their own option choices towards the end of Year 8, meaning that students study the curriculum that they choose, whatever their ability, allowing them to fully realise their future aspirations. At Key Stage 4 students are offered the full Ebacc, and the importance of taking a humanities and a language is discussed with parents as part of the options process. A variety of vocational courses are also offered to allow for development towards particular careers, or the pursuit of individual interests.

## PREPARING FOR THE FUTURE

Qualifications are highly important, and our examination results reflect our commitment to this. However school is also about preparing students for their future career and roles in the larger community. Students are offered many opportunities to develop team working and leadership skills. The prefect team in Year 11 is led by the Head Boy, Head Girl and their deputies. Students can initiate projects and share decision making through an active School council.

Careers guidance is provided throughout all years. A large number of students enjoy taking part in activities throughout the school year, including drama productions and musical concerts. We have excellent sporting facilities on site and at Amesbury Sports Centre, and run many sports teams and offer a number of extra-curricular sporting clubs, including rugby, basketball, netball, hockey, football and cricket. Trips and visits are run regularly; Year 9 can visit Pencelli Activity Centre in Wales and current trips planned include food trips to Normandy, outdoor pursuits in the Alps, and Geography trips to Iceland. There are regular Geography field trips, annual whole school cultural capital trips and the Languages department arrange annual visits to France or Germany.

The latest Ofsted inspection took place in April 2017 and concluded that... "The Stonehenge School continues to be good" and that "pupils are great ambassadors for the school. They are smart, polite, respectful and a joy to talk to".

A recent evaluation by the Local Authority reported that 'there is a positive and respectful school culture where the staff know and care for the students' and the 'leaders have a clear consistent vision which is realised through strong, shared and owned values and practice', and praised the emphasis that we place on developing our staff.

We look forward to welcoming applications from you,

Carole Dean and Nigel Roper



## HR Administrator

**Reports to:** School Business Manager

**Start date:** 1<sup>st</sup> September 2022

**Salary:** Grade F, points 9 - 11

**Contract type:** Permanent

### The Role:

To provide a wide range of personnel services and assist with the development of the HR administration function across the school.

### Key responsibilities:

- Undertake a wide range of Payroll/HR and administrative tasks, using Word, Excel, email and other internal and external databases
- Be the first point of contact for HR and payroll related queries, in person and via email, escalating as required
- Provide administrative support to colleagues by organising meetings, drafting and collating paperwork, and notetaking at HR meetings as directed
- Ensure HR and payroll records, electronic and paper, are maintained according to the school's data protection (GDPR) requirements
- Support colleagues with general recruitment administration including advertising and monitoring vacancies
- Support the organisation, coordination and management of selection activities and assessments within the school
- Support the issuing of new starter paperwork including offer letters and liaising with the Local Authority to ensure the timely issuing of employment contracts
- Monitor the coordination of induction activities



- Support the co-ordination of references and DBS checks and other pre-employment checks for all employees, workers and volunteers
- Support the preparation and checking of payroll data for all starters, leavers and variations as required. Ensure pension amendments are processed through the Local Authority
- Ensure that payroll and pension related queries are addressed and resolved, escalating accordingly to ensure satisfactory conclusion
- Log daily absence in our management system and keep an up to date daily list of staff on site for evacuation purposes
- Assist in the monitoring of absence levels against the school's absence policy, ensuring that absence issues are escalated as appropriate
- Assist in ensuring the Single Central Record is accurate and maintained for all employees in accordance with the 'Keeping Children Safe in Education' guidance
- Ensure all personnel files and records are accurate and maintained in accordance with the school's agreed template versions
- As directed by the School Business Manager, ensure all changes to existing employee terms and conditions are processed and communicated as agreed with the employees and any changes receipted in the personnel files
- As directed by the School Business Manager, ensure that all associated documents during the employment lifecycle of an employee are issued in a timely manner and copied in the personnel file
- Contribute to the overall aims and values of the school, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Communicate effectively with visitors, staff and students in relation to work undertaken.
- Work with others to help improve work organisation and effectiveness.



- Safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures
- Comply with all school policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- Promote equality in all working practices and ensure colleagues are treated and services delivered in a fair and consistent manner.
- Demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the job profile, but which is in line with the general scope, grade and responsibilities of the role.



## HR Administrator Person Specification

	Essential	Desirable
<b>Qualification/Knowledge</b>	Maths and English GCSE (minimum Grade C)	Evidence of further professional development Level 3 CIPD qualification or equivalent Educated to degree level
<b>Experience</b>	Experience of working within a school administration environment Excellent working knowledge of Microsoft Applications	Experience working in HR Experience of taking minutes of meetings
<b>Skills</b>	Meticulous eye for detail Excellent communication skills Ability to work independently or part of a team Ability to prioritise a busy workload to meet demanding deadlines Problem solving	HR system skills
<b>Personal Qualities</b>	Friendly, cheerful and helpful manner Flexible work ethic Understand and maintain confidentiality at all times Positive and proactive approach with the confidence to support new initiatives	

**This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced CRB check.**