



The  
Chalfonts  
Community  
College

*Success is an Attitude!*



RECRUITMENT PACK

# Human Resources (HR) Admin

**Starting Date:** Candidate Specific / ASAP  
**Location:** Chalfont St Peter, Buckinghamshire,  
SL9 8TP

# PRINCIPAL'S WELCOME



On behalf of students and staff, I would like to welcome you to The Chalfonts Community College. I am proud to be the Principal of this school, where students of all abilities are welcomed, and we seek the best from every student. We work hard to inspire students to love learning, and all we do is linked to this. At our core are lessons that inspire students and allow students to discover that they are capable of more than even they themselves thought possible.

As a larger-than-average school, we have a wide range of both curricular and extracurricular opportunities for students of all ages. The quality of teaching and breadth of our curriculum ensures that our students continue to perform successfully in public examinations.

The Chalfonts Community College is a vibrant and warm community where students are well-supported to fulfill their potential and leave school successfully prepared for their next steps. We have high expectations of everyone within our community and all students are expected to work hard and behave in an exemplary fashion.

The Chalfonts Community College makes a difference to young people and we very much look forward to welcoming you to the school and to joining our team.

## **Caroline Whitehead**

BA (Hons), Med, NPQH



# OUR SENIOR LEADERSHIP TEAM



**CAROLINE  
WHITEHEAD**  
*Principal*



**GRANT  
WOLPERT**  
*Finance & Operations*



**JOANNA  
WEIR**  
*Vice Principal*



**SARAH  
JONES**  
*Vice Principal*



**JAMIE  
HOWARD**  
*Assistant Principal*



**AMANDA  
IRVINE**  
*Assistant Principal*



**IMRAN  
VAHORA**  
*Assistant Principal*



**MORAG  
WALL**  
*Assistant Principal*



# WHY WORK AT THE CHALFONTS COMMUNITY COLLEGE?



Friendly & supportive staff community.



Ample car parking on site and use of the school gym on-site.



A referral bonus for recommending a colleague.



Two-Week October half-term break.



A commitment to workload reduction across the school.



Social activities offered on a regular basis for staff to enjoy.



24/7 Employee Assistance Programme offering support for challenges at home and work.



Family-friendly staff policies that focus on a Work/Life Balance.



Teacher Pension Scheme / Government Pension Schemes



Minimal data collections (max. of 2 p/year group in a year).



Well resourced IT infrastructure and laptops for all staff.



High potential for Career Progression & CPD opportunities.



# OUR VISION & VALUES AT THE CHALFONTS COMMUNITY COLLEGE

Our school's motto is **Success is an Attitude**; this describes our belief in a growth mindset and commitment to the success of each individual student.

## OUR VISION

Our whole school vision is of a happy, successful, and aspirational community, both today and tomorrow.

## OUR CORE BELIEFS AND VALUES

We are guided by the values of **Commitment, Conscientiousness, Courtesy, and Community-minded**.



### COMMITMENT

Striving to do the best that you can do! Demonstrating resilience, grit and determination.



### CONSCIENTIOUS

Taking pride in your uniform, school and community. Demonstrating self-reflection & obligation.



### COURTEOUS

Treating others the way you would like to be treated. Demonstrating respect and consideration.



### COMMUNITY-MINDED

Taking into consideration those that share in this community. Demonstrating collaboration & compassion.



# JOB DESCRIPTION

# HUMAN RESOURCES (HR) ADMIN

## JOB DETAILS

<b>Salary:</b>	£16,000 – £17,000 p/annum (Actual)   ±£34,700 (FTE)
<b>Hours:</b>	Part Time   18.75 hours p/week   43.5 weeks a year <i>Preferably: 5 days a week, mornings only, but negotiable.</i>
<b>Contract type:</b>	Permanent
<b>Reporting to:</b>	Director of Finance and Operations
<b>Closing Date:</b>	06 February 2026

## JOB BRIEF

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It is also expected that the role will develop, working to specific strengths of the successful candidate.*

We are looking for an experienced, enthusiastic and empathetic HR Administrator to join our school to administer and coordinate human resources responsibilities for our successful secondary school.

The successful candidate should possess excellent HR knowledge, a proactive approach, the capacity to work independently and collaboratively, and the ability to foster a friendly and respectful relationship with both students and staff.

## DUTIES & RESPONSIBILITIES

### GENERAL

- Day-to-day clerical and administrative operations of HR functions and duties.
- The HR Administrator is expected to conduct themselves in a highly professional yet approachable manner, ensuring the relevant level of confidentiality is maintained at all times.

### HR RECORD KEEPING AND OPERATIONS

- To maintain staff personnel files, ensuring necessary documentation is held in respect to employment tenure and other relevant information.
- To accurately maintain and report on all staff data on the School's MIS (Arbor).
- To liaise with the school's HR information company, providing training, generating reports, drafting employment contracts and considering future developments.
- To perform all DBS and safer recruitment employment checks
- Full responsibility of Single Central Record to ensure full compliance with regulations
- To monitor all temporary appointments, amendments to contracts, maternity absences and TLRs, giving advance notice to the senior leadership team, finance and line managers on upcoming changes to ensure continuity of staff provision.



# **JOB DESCRIPTION**

# **HUMAN RESOURCES (HR) ADMIN**

## **HR RECORD KEEPING AND OPERATIONS (CONTINUED)**

- Oversee the monitoring and record-keeping of staff absence.
- To advise on and review common elements of the staff handbook, ensuring regular updating is undertaken and publication each academic year.
- Coordinate appropriate external legal or professional advice where required for senior leaders.
- Maintain the School's HR policies and procedures, ensuring policies are updated in line with the school policy review schedule.
- To support senior staff in the delivery of the wellbeing strategy, including an EAP service, staff consultation and rewards and recognition programme.
- Submit and monitor the return of Occupational Health referrals and Pre-Placement Questionnaires on the Optima Health (or equivalent) platform.
- Provide clerical support to senior leaders with disciplinary, capability and grievance procedures, as necessary.
- Act as the point of contact for staff questions about HR policies and procedures.
- Work with trade unions and professional associations to support the maintenance of strong and effective relationships that support the school's approach and responsibilities.
- To administer flexible working requests.

## **RECRUITMENT AND SELECTION**

- To coordinate and facilitate the recruitment and selection process in line with the College Recruitment and Selection Policy.
- To coordinate the production of all documentation relating to recruitment, including job descriptions, person specifications, advertisements and job recruitment packs where required, which include all relevant information for applicants.
- To organise all documentation relating to appointments, including DBS and pre-employment checks and monitor probation periods and associated reviews.
- Review employment contracts for accuracy and coordinate their signing and finalisation.
- To arrange and carry out the Induction Procedures when new staff commence employment and all documentation. This includes organising the annual staff induction day.
- Draft annual salary statements for teaching and support staff.
- To produce reports on recruitment and selection, turnover and retention data as required by senior leaders.
- To support the Cover Manager and Senior Leaders in the sourcing of agency staff where required.
- To support the Lead for Initial Teacher Training in ensuring appropriate induction processes are undertaken and records are maintained for trainee teachers and Early Career Teachers.



# **JOB DESCRIPTION**

# **HUMAN RESOURCES (HR) ADMIN**

## **PERFORMANCE MANAGEMENT**

- Supporting the Senior Leadership team with responsibility for staff development to coordinate a PMA process that supports the professional development of staff to achieve the goals of the college.
- Produce a whole staff analysis of eligibility for annual pay progression. To ensure timely completion of PMA records across the college.
- Following sign-off by Headteacher produce letters to all staff notifying them of any pay progression.
- To produce annual reports for the Governor Pay Review Committee and to coordinate pay appeal meetings with the Clerk to the Governors as required.

## **PERFORMANCE MANAGEMENT**

- To support senior leaders in the delivery of an effective Professional Development programme including, but not limited to, coordinating and publishing an annual Training and Development brochure, and organising internal training sessions with appropriate resources as required.
- To maintain records on staff professional development activities.
- Participate in CPD, keeping up-to-date with the latest developments in HR regulations and statutory requirements and KCSIE.

# JOB DESCRIPTION

# HUMAN RESOURCES (HR) ADMIN

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning across the School and the pastoral care of the students in their charge. Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

## PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"><li>The ability to understand and apply regulations in accordance with Employment Law.</li><li>GCSE grade C or above (or equivalent) in Maths and English.</li></ul>	<ul style="list-style-type: none"><li>Experience or skills as a HR administrator for a school</li><li>Knowledge of school HR and contract arrangements</li><li>CIPD qualification/desire to work towards</li><li>Qualifications at A Levels (or equivalent) of above</li></ul>
<b>Ability, Knowledge and Skills</b>	<ul style="list-style-type: none"><li>Good communication skills, both written and spoken.</li><li>Good IT skills, report-writing.</li><li>Ability to gather information, analyse data and problem solve.</li><li>Ability to manage own time effectively and demonstrate initiative, including establishing priorities</li><li>Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests</li><li>Ability to adapt to changing and conflicting demands</li><li>Ability to be flexible and work as part of a team or individually as required</li><li>Ability to adhere to the school's policies and procedures</li><li>Ability and willingness to comply with all regulations per HR Policies and KCSIE</li><li>Ability to comply with Health &amp; Safety regulations to ensure all duties are carried out safely.</li><li>Experience of dealing sensitively with confidential matters</li></ul>	<ul style="list-style-type: none"><li>Previous experience working in a school is desirable</li></ul>

# HOW TO APPLY & THE INTERVIEW PROCESS

## HOW TO APPLY

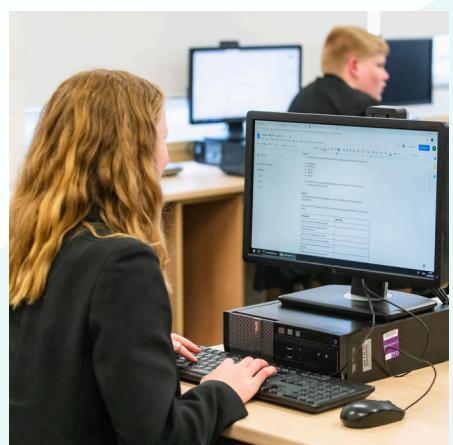
To apply for this post, please complete an application form [on our website](#). Once completed, please send your completed application form and CV to Mr Grant Wolpert at [gwlpert@chalfonts.org](mailto:gwlpert@chalfonts.org).

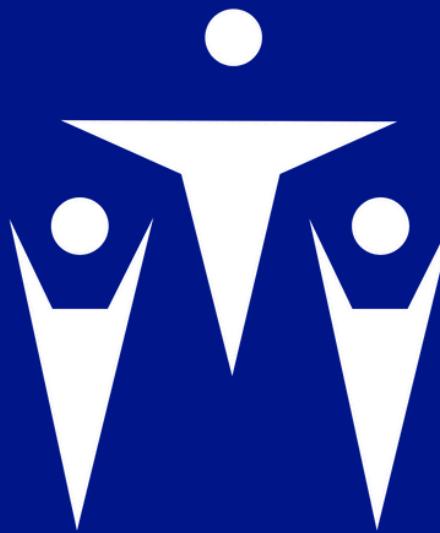
## INTERVIEW

Shortlisted candidates will be invited to interview for the post via email. Upon agreeing to interview for the position, candidates will receive a detailed schedule and expectations for the interview.

*The Chalfonts Community College is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A DBS check which will include a barred list check will be undertaken for the successful applicant and a certificate of good conduct may be required.*

*Please note that The Chalfonts Community College is not a registered UK Visa Sponsorship institution and therefore cannot accept/sponsor applicants that require sponsorship for Visa Requirements.*





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