



Kimbolton School

CAMBRIDGESHIRE



APPLICATION PACK

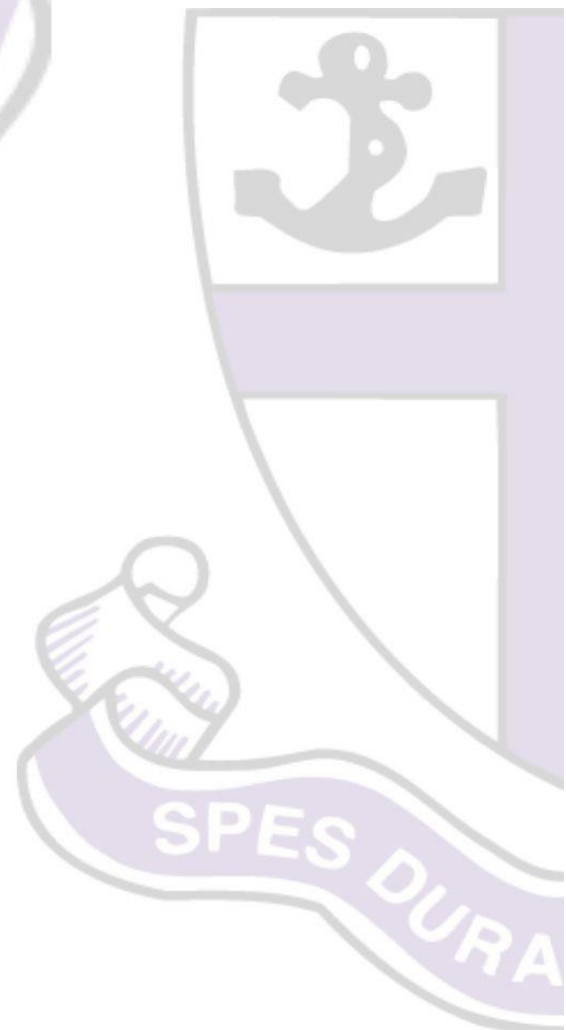
HR Administrator
Required as soon as possible

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Welcome from the Headmaster



I'm delighted that you're interested in this important role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

A handwritten signature in black ink, appearing to read 'Will Chuter', with a long horizontal line extending to the right.

Will Chuter
Headmaster

Recruitment of Staff

Kimbolton School is committed to recruiting, developing and retaining high calibre teaching and non-teaching staff for our outstanding HMC school. All our staff, regardless of role, play an important part in the provision of our first-class education.

Teaching Staff

We employ teachers who are conscientious, imaginative and committed to educating the whole person. Our continuous professional development scheme provides all academic staff with an opportunity to reflect on their practice and continue to develop their teaching and pastoral skills to the benefit of all pupils. We expect teachers to be fully involved in the extra-curricular life of our school too, encouraging pupils in their wider development through music, sport, drama, art, CCF, clubs, societies and trips. Sometimes these are out-of-hours, at weekends or during school holidays.

Non-teaching Staff

Our non-teaching staff fill a wide variety of roles, both part- and full-time and some of them term-time only. They are very much part of our wider team and contribute to, and benefit from, the happy and positive feel of our school.

The School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject, or identify people who might abuse children, or who are otherwise unsuited to work with them. In addition, recent government guidance, “Safeguarding Children – Keeping Children Safe in Education Sept 2024, specifically Part 3”, as well as specific guidance from the National Minimum Standards for Boarding Schools, help to form the basis of school policy. For further information about Kimbolton School's commitment to Safer Recruitment, please visit our Policies page to read our Safe Recruitment Policy at [Policies - Kimbolton School](#)



You will find in this Application Pack further details about this exciting opportunity to join our friendly and enthusiastic staff team. Please refer to the Method of Application for details on how to apply. We look forward to hearing from you.



Job Description

HR Administrator

Required as soon as possible

The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 4-18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 400 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at [Kimbolton School, Cambridge | Homepage](#)

Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality, or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

The Role

We are looking to appoint an efficient and extremely organised HR Administrator to join our HR Department at the School. You will work closely with both the HR Manager and HR Officer to administer HR procedures across both the Senior and Preparatory Schools. This role is varied and we are looking for someone who is able to work in a fast paced environment. The role has a particular focus on recruitment and data recording, so someone who is interested in recruitment, organised, has an eye for detail and a methodical way of working is essential.

Key Responsibilities

Recruitment:

To support and assist with all aspects of administration around recruitment of new staff including:

- Preparing job descriptions, person specifications and adverts in discussion with relevant staff.
- Placement of adverts, liaising with advertising agencies and media if required.
- Responding to enquiries from potential applicants.
- Preparing application paperwork for shortlisting, inviting candidates to interview and taking up and verifying references.
- Drafting interview schedules, arranging interview rooms, liaising as appropriate with managers/colleagues.
- If required, attendance at interviews to ensure that Safer Recruitment is followed.
- Collate interview notes after interviews.
- Act in support of the HR Officer in preparing offers of employment, employment contracts and pre-employment paperwork, to include right to work, DBS clearances and Teacher Regulation checks.
- Undertaking all necessary checks for volunteers and various contractors and maintain the appropriate registers.
- Recording all pre-employment checks on the School's Single Central Register, ensuring it is kept up to date and accurately completed.

Training, Induction and Probation:

- Support with induction of new staff in liaison with the relevant colleagues.
- Co-ordinate the timely reviews and administration of probation review meetings with managers and confirmation documents, escalating any issues to the HR Manager.
- Liaise with the Designated Safeguarding Lead (DSL) and Health & Safety Manager to ensure mandatory training is completed within induction.

HR Database:

Storing and processing of HR data in line with GDPR requirements specifically:

- Keeping staff records up to date, including new starters, leavers, probationary periods, training, holiday and absence records.
- Ensuring leavers and new starters are processed via the Database (iTrent).
- Setting up and running reports as required.
- Filing and general organisation of staff files and other HR records, both paper and online copies.

Absence:

- Monitor the absence reporting system to ensure absences are being recorded correctly by managers.
- Obtain the required paperwork and notify relevant colleagues when absence trigger points are reached.
- Answer staff questions in relation to absence reporting procedures.
- Produce sickness absence data for HR Manager when required.
- To support the HR Manager with the administration of Occupational Health referrals and sickness management cases.
- Administration of annual leave, maternity, paternity, shared parental, other family friendly leave, jury service and compassionate leave.

General:

- Ensure that correspondence, enquiries and problems are dealt within in an appropriate manner and that strict confidentiality is maintained at all times, including the management of confidential papers and files.
- Colleague support – acting as the first port of call for all your HR colleagues to support them in delivering their roles in full.
- Monitor any staff changes that impact upon Payroll are collated and shared monthly with the Payroll & Pensions Officer.
- Carry out all other general administrative duties including word processing, filing, photocopying etc which fall within the scope of this role.
- Maintain clear and efficient administrative process for all HR and Payroll activities.
- Actively represent and promote the ethos and values of the School and promote and act at all times in accordance with the School’s policies, eg Safeguarding, Health and Safety and Equal Opportunities.

Person Profile

Criteria	Essential	Desirable
Qualifications	GSCE level grade C/Level 4 or higher in Maths and English (or relevant equivalent)	Professional qualification in HR/Payroll (CIPD)
Knowledge, Understanding and experience (Up to date/current)	<p>Understanding of basic employment law, especially in Recruitment, or a desire to learn.</p> <p>Experience in working in a complex administrative role.</p> <p>Highly computer literate with experience of data handling and IT systems (Microsoft applications)</p> <p>Strong administration skills and the ability to maintain and implement effective records and systems.</p> <p>Experience of handling large amounts of administration and managing competing demands.</p> <p>Excellent communication skills, particularly in the drafting of correspondence, formal letters and responding to queries.</p> <p>The ability to write clearly and concisely to produce and maintain documents and to effectively proof-read material for distribution</p>	<p>Experience of working in an HR environment.</p> <p>Experience of working within an education setting.</p> <p>Experience of using iTrent.</p>

Criteria	Essential	Desirable
<p>Knowledge, Understanding and experience (Up to date/current)</p>	<p>Understand and respect sensitivity of HR/Payroll information and employee records and ensure confidentiality of all written and verbal communications.</p> <p>Able to demonstrate a keen interest in recruitment and other HR related matters.</p> <p>Understand the importance of safeguarding and safe recruitment within a school setting.</p>	
<p>Personal and Professional qualities</p>	<p>Possesses excellent time management and organisation skills and can maintain a high standard of work under pressure.</p> <p>Strong interpersonal skills with a welcoming and engaging manner.</p> <p>Able to work well under direction but can also work autonomously when required, especially during the holiday periods.</p> <p>Has a pro-active attitude.</p> <p>Ability to demonstrate patience, flexibility and a sense of humour.</p> <p>Team-working abilities and a keenness to enable all colleagues to contribute ideas and be part of positive change.</p> <p>Demonstrates a commitment to developing own performance, through taking part in review exercises and training and development opportunities.</p> <p>Commitment to the protection of children and young people.</p>	

Terms & Conditions

Responsible to:	Human Resources Manager
Liaise with:	HR Officer and Payroll & Pensions Officer
Accountable to:	The Bursar
Hours of Work:	Full-time – 37.5 hours per week (Monday to Friday 8.00am to 4.30pm with a daily 1-hour unpaid lunch break) – 52 weeks.
Remuneration:	£26,000 per annum dependent upon qualifications and experience.
Holiday Entitlement:	24 days plus statutory holidays. Holiday year runs from September to August.
Pension:	The School offers a contributory pension scheme.
Probationary Period:	6 months
Additional benefits:	Free onsite car parking; free lunch time meals during term time; free access to a fully equipped Gym and Swimming Pool; cycle to work scheme; ongoing continuing personal development.
Referees:	The names, addresses and telephone numbers of two professional referees are required. Ideally references will be sought prior to interview. Referees will not be contacted without the permission of the applicant.

Method of Application

Please email a letter of application, together with the completed Application Form to:

Human Resources, Kimbolton School, Kimbolton, Huntingdon, Cambridgeshire PE28 0EA at recruitment@kimboltonschool.com.

The closing date for applications is: 9.00am Monday 28th April 2025.

Interviews may be held during the week commencing Monday 5th May 2025.

Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.

Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website [Policies - Kimbolton School](#)