



St Swithun's
WINCHESTER

HR Administrator

Required summer 2026
One year contract, full time





St Swithun's
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Welcome from the Headmistress

Thank you for your interest in working at St Swithun's.

St Swithun's is proud to be a High-Performance Learning School and a member of the Fellowship of World Class Schools. High-Performance Learning is built on the belief that high achievement is attainable for everyone, that intelligence is not fixed, and that high performers are developed through curiosity, effort, and reflection.

These principles shape how we support both pupils and staff.

As a girls' school we expect and support all our students to enjoy and excel in a range of subjects and activities according to their interests and not their gender. We seek to be free from unhelpful stereotyping and to offer genuinely limitless education.



Jane Gandee, Headmistress

Further, we are a high trust community, and we try always to behave with a seriousness of intention and a lightness of touch. We believe the best of staff and students and often see our expectations exceeded and a joke cracked along the way.

You may have a background within HR, or you may come to us with experience in a variety of environments previously. If this short introduction resonates with you, we will very much welcome an application from you.





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Our school

St Swithun's School, Winchester is a leading GSA and HMC school offering day, weekly boarding and full boarding for 520 girls aged 11-18. The senior school has six boarding houses for full and weekly boarders, with separate houses for those in their first year and those in the upper sixth. There is also an adjoining IAPS Prep School for girls aged 3-11 with a co-educational nursery.

The girls benefit from excellent teaching, sporting and recreational facilities. St Swithun's is academically selective and regularly appears in the top 30 schools in the national league tables.



Our Location

The school is set on a campus of 45 acres overlooking the Hampshire Downs and within the South Downs National Park. The school is within walking distance of the centre of Winchester, and only a 50-minute journey from central London.

Winchester and its surrounding areas offer outstanding local cultural, historical, sporting and entertainment opportunities in addition to fantastic access to outdoor pursuits. Southampton, Portsmouth, Salisbury and Bournemouth are all easily accessible on public transport.



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Our ethos



St Swithun's is an appropriately academic school which means that we celebrate intellectual curiosity and the life of the mind, but not to the exclusion of all else. We expect our pupils to develop individual passions and through them to acquire a range of skills and characteristics. These characteristics will include a willingness to take risks, to question and to debate, and to persevere in the face of difficulty. In the words of Samuel Beckett: "Ever tried. Ever failed. No matter. Try again. Fail again. Fail better." If a girl can immediately excel at everything, we ask of her, we as educators must set the bar higher.

We want all pupils to learn about life beyond the school gates, to appreciate the rich variety of our world, to develop an understanding of compassion and to value justice. We encourage all pupils to become involved in fundraising and community work. They should appreciate how their decisions and their actions can affect those around them.

By the time a pupil leaves St Swithun's she will be well-educated, courageous, compassionate, committed and self-confident with a love of learning, a moral compass and a sense of humour.



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Our facilities



School buildings are modern and well equipped. As well as academic classrooms and science labs, there is a magnificent performing arts centre with a 600-seat auditorium, a music school, an art and technology block, sports halls and a full-size swimming pool.

We are currently undertaking the first phase of a major project to create new indoor sports facilities. Information about our Active Lives project can be found [here](#).

There is an impressive library, higher education and student guidance department and ICT facilities. The grounds are spacious and encompass sports fields, courts and gardens.

The School is registered as a Company Limited by Guarantee and as a charity and has a wholly owned subsidiary company (St Swithun's School Letting Company Limited).

A separate charity, **Bramston Foundation**, looks after our transformational bursary programme.



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HR at St Swithun's

Department overview

The HR Department at St Swithun's works to support staff across the whole school community. We currently have around 340 employees on a variety of contracts, alongside volunteers, self-employed colleagues, and service providers. Our work spans the full employee lifecycle, from recruitment and onboarding to performance management, employee relations and policy implementation.

We pride ourselves on being approachable and accessible, all staff are welcome visitors to the HR office. We work closely to support the senior leadership team, line managers and all employees; providing advice, guidance and practical solutions to help them succeed in their roles. Safeguarding and safer recruitment practices underline our HR work to ensure the safety and wellbeing of students.

Our approach to people management is guided by the school's founding virtues:

Caritas – valuing each member of our school community, being supportive and respectful; assuming all colleagues are acting with the best of intentions.

Humilitas – recognising the positive qualities in others, creating opportunities for growth and encouraging quiet confidence in staff at every level.

Sinceritas – acting with integrity, embedding fair and consistent policies and processes and making decisions with careful regard for the school's resources and responsibilities as a charitable institution.



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HR administrator

Role overview

The school is looking to appoint an HR Administrator with excellent attention to detail and a team working ethic to work in our HR department. This is a one-year fixed term role to support the existing HR team, which comprises the Head of HR, HR Advisor and HR Assistant.

Most of the HR administrator's time will be spent on recruitment, onboarding and compliance activities, but they may have the opportunity to support other aspects of HR work in addition. This role may be suited to an experienced administrator with an interest in HR, or to someone at the start of their HR career who is keen to learn as part of a small, inclusive team.

Working alongside their department colleagues, the HR administrator provides administrative support to help deliver a high-quality service to staff across the school and to applicants interested in working at the school. You will work closely with, and be guided by, the HR assistant on recruitment activities, ensuring a smooth and professional experience for prospective staff. You will set up new staff on school systems ensuring accurate and timely data entry and supporting the smooth running of recruitment and onboarding processes.

You will be encouraged to ask questions and share ideas; contributing to the continuous development of the department. HR colleagues will be keen to support your own professional development.

The key responsibilities outlined in this document are not exhaustive and you may reasonably be asked to support the department and school with other tasks.



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HR administrator

Key responsibilities

Recruitment

- Drafting recruitment information including adverts and job descriptions and placing adverts once approved.
- Processing recruitment enquiries and tracking applications.
- Creating interview schedules, question sets and skills tests, coordinating interview days and pre-application visits if needed.
- Writing offer packs and issuing to successful candidates once approved and processing rejection correspondence for unsuccessful candidates.
- Ensuring compliance with Independent Schools Inspectorate requirements for pre-employment checks including DBS, Right to Work and references.
- Inputting information on the school's Single Central Register ensuring it is always up to date.
- Communicating staff starters, leavers and changes with other departments, in a timely fashion (including the finance, IT and marketing departments).

General HR

- Acting as a point of contact for enquiries to the department, by email and telephone, redirecting within the HR team or to other departments as appropriate.
- Sending necessary training to new staff and staff returning from significant periods of leave.
- Tracking, chasing and recording the completion of induction and annual mandatory training for all staff,
- Accurate data entry to support the set up of a new HR and payroll system.
- Maintaining filing systems (paper and electronic), including the HR system, ensuring accuracy and the completion of all necessary data fields.



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Key responsibilities

General requirements of the role

- Supporting with projects. This is likely to include work on the continuing implementation of a combined HR and payroll system, supporting contractual change consultations with staff, reviewing policies and documentation.
- Being conscious of and adhering to individual responsibilities regarding UK GDPR compliance.
- Working within, and being mindful of, expectations of staff at St Swithun's: including awareness of child protection and safeguarding responsibilities and adhering to the staff behaviour policy.
- Having an awareness of key employment law principles and how these must be applied in a school setting.

The above list is not exhaustive and the postholder can reasonably be expected to carry out other duties relevant to the role as directed by the Head of HR or Senior Leadership Team.





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Person specification

These are the key skills and qualities we are looking for in our successful candidate:

- Experience in an administrative role handling sensitive information.
- Proficiency using Microsoft Office programmes including Word, Excel, Outlook
- A good level of spoken and written English (GCSE grade C or equivalent), with a friendly and professional telephone manner.
- The ability to deal with all members of the St Swithun's community in a calm, cheerful and courteous way.
- Strong attention to detail and a commitment to delivering consistently high-quality work.
- Strong organisational skills, with the ability to manage multiple tasks and deadlines effectively
- A flexible and proactive approach to planning and prioritising work.
- The ability to work as part of a team and support others as necessary.
- A high level of discretion and the ability to handle confidential information appropriately.
- The ability to follow processes accurately and maintain up-to-date records

Desirable skills and qualities:

- Experience working in an HR role, or a CIPD level 3 qualification.
- Experience of working in a school, or other environment with safeguarding or inspection frameworks in place.
- Experience using a staff database or payroll system.

These qualities will be assessed through application, references and interview.



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Terms and conditions and application process

TERMS AND CONDITIONS

This is a temporary position for up to one year, based at the school. The hours of work are 40 per week, usually 08.30 to 17.00 Monday to Friday, with a half hour unpaid lunch break. Some flexibility with hours may be available (minimum 30 hours per week - work across all five weekdays will still be needed).

The salary for this role is expected to be £26,853 FTE.

The school offers a range of benefits, including:

- Generous contributory DC pension scheme, with salary sacrifice option
- 30 days paid leave in addition to bank holidays (pro rata for temporary contract)
- Free membership of the school swimming pool and heavily subsidised access to a range of activities on site including yoga, Pilates and strength and conditioning
- Refreshments whilst working, and lunch in the dining room during term time
- Access to an employee assistance programme
- Free onsite parking
- Staff discount

APPLICATION PROCESS

The closing date for applications is 9am, Monday 29 June 2026 with interviews likely to be held the same week.

Applications must be submitted on the application form which can be found [here](#).

Please contact the HR department with any queries about the role or the application process, on 01962 835798 or email: recruitment@stswithuns.com.

Early applications are encouraged - applications will be considered as they are received, and we reserve the right to close applications before the closing date.



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Child protection and safeguarding

St Swithun's is committed to safeguarding and promoting the welfare of children.

All staff are expected to share and support this commitment, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.

Child Protection Statement

- Every child has the right to freedom from physical, racial, sexual, verbal or mental abuse (this includes bullying and intimidation). Our overriding aim is the protection of the individual child within the school.
- We require staff to be fully aware of what child abuse is and the different forms in which it may present itself, and of their duties in respect to child protection.
- We will provide adequate training (both as part of an induction and an ongoing process) in recognising abuse, and what to do if abuse is suspected.
- We are committed to maintaining good communication within the school on child protection issues and to following recognised procedures.
- The Head ensures that the recommended procedures are followed when recruiting all staff.



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Equal opportunities

St Swithun's welcomes applications from candidates from a diverse range of backgrounds. The school will recruit predominantly based on an applicant's relevant skills, experience, capabilities and potential for development. The ability to work collaboratively with others will also be considered.

St Swithun's is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a working environment in which all individuals are able to make best use of their skills, free from unlawful discrimination or harassment, and in which all decisions are based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

We do not discriminate unlawfully on the basis of age, disability, marital or civil partner status, race (including nationality, ethnic or national origin), religion or belief, sex or sexual orientation, gender reassignment or pregnancy or maternity (defined in the Equality Act 2010 as protected characteristics).

If you have questions about our recruitment processes, or would like any support to access our recruitment process fully please do contact us at recruitment@stswithuns.com.



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Explanatory notes

Application

Applications will only be accepted from candidates completing the online application form in full. CVs will not be accepted in substitution for completed application forms.

Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.

Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

The successful applicant will be required to complete an online application form for a check with the Disclosure and Barring Service.

In accordance with government guidelines, we will seek references for most roles, and approach previous employers for information to verify experience or qualifications before interview. In all cases, any offer of a post will be conditional upon receipt of satisfactory references. References should be from the applicant's current or most recent employer. If the current/most recent employer does/did not involve work with children, then the second reference should, if possible, be from the employer with whom the applicant most recently worked with children. Referees should not be a relative or someone known to the applicant solely in a non-professional capacity.

If you are currently working with children, on either a paid or voluntary basis, this organisation will be asked about disciplinary offences, including relating to children or young people (whether the disciplinary sanction is current or expired), and whether you have been the subject of any child protection allegations or concerns and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that organisation will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may answer not applicable if your duties have not brought you into contact with children or young people. The School will only accept references obtained directly from a named referee and will not rely on references provided by the applicant or on open references or testimonials.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or the Department for Education.



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Explanatory notes

Invitation to Interview

If you are invited to interview, this will be conducted in person and will always include exploring your suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications may be obtained from the awarding body. All candidates attending interview must bring:

At least two forms of identification, i.e. Current photo driving licence, a passport, a full birth certificate or marriage certificate, a utility bill or financial statement showing the current address; these must be issued within the last three months. Documentation showing national insurance number and, if appropriate, documentation evidencing a name change.

Please note that originals of the above are necessary – photocopies or certified copies are not sufficient.

Conditional Offer

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received).
- A check of the DfE barred list database.
- A satisfactory DBS disclosure.
- Where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the school may require in accordance with statutory guidance.
- Verification of medical fitness appropriate for the job's requirements.
- A written declaration that neither they nor anyone in their household is disqualified from working with children (for those working in or managing the prep school).
- Verification of professional status, such as GTC registration, QTS Status
- Verification that the teacher/applicant is not subject to a prohibition order issued by the Secretary of State.
- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999).
- Satisfactory completion of the probationary period.



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Find us on [LinkedIn](#)

[Click here to find out more about St Swithun's](#)