



Wakefield Grammar
School Foundation

YOU'LL LIKE THE WAY WE

WORK TOGETHER



HR
ADMINISTRATOR



Information for
Candidates

June 2025

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For further information about the Foundation please visit the website at www.wgsf.org.uk



An Introduction

Wakefield Grammar School Foundation is one of the country's leading families of independent day schools.

WGSF is conveniently located with easy access to the West Yorkshire motorway network and within walking distance of Wakefield city centre. Wakefield Westgate train station is a short 10 minute walk with regular services from Leeds, Doncaster, Sheffield, Huddersfield and London. Additionally, there are dedicated school bus services from Barnsley, Huddersfield, Pontefract and the east of Leeds.

In total the Foundation has around 1,600 pupils and around 330 employees covering both teaching and support staff. Governance comes from a governing body comprising of 19 Governors with a broad range of skills and experience. The Governing board provides robust and conservative governance through a well established committee structure. Total income for the Foundation is around £24m annually, making the Foundation one of the largest groups of independent schools in the region.

The Foundation's Aim

The Foundation has a vision of enabling long lasting contributions to society through a shared joy for learning.

The Foundation is committed to providing education in a supportive, engaging and inclusive environment that inspires individuals to develop their abilities, strengthen their character and fulfil their potential.

The Foundation will maximise the potential and educational opportunity for all those with the academic ability to access the curriculum by encouraging the pursuit of excellence, providing high quality teaching, outstanding pastoral care and an extensive range of co-curricular activities. They will embrace as wide a cross section of the community as possible and support students irrespective of their social or economic background.

At Wakefield Grammar School Foundation we know diversity fosters creativity and innovation. We are committed to quality of opportunity, to being fair and inclusive, and to being a place where all belong.



The Role

Wakefield Grammar School Foundation are seeking to appoint a HR Administrator to deliver a high quality HR administrative service across all stages of the employee lifecycle.

The key responsibilities of the role are to:

- accurately draft offer letters, employment contracts, resignation acknowledgements etc and send to recipients in accordance with standard time frames
- regularly update the payroll, recruitment and other relevant trackers to ensure processes are followed and deadlines are met
- effectively use the HR system, Google / MSOffice and our filing systems to keep HR records current, complete and accurate
- monitor the HR inboxes, acting as the first point of contact in the HR team for all queries, responding or forwarding to colleagues as necessary
- support the HR Officer, to coordinate recruitment campaigns and safer recruitment checks

The post is offered on a permanent basis, working 37.5 hours per week, all year round.

To arrange an informal discussion about the role with Ben Ward, Head of HR please email hr@wgsf.net

Further details and information on how to apply can be obtained from the recruitment section of our website www.wgsf.org.uk/employment-opportunities/ or by emailing the HR Department at hr@wgsf.net



Job Description

Reporting to: Senior HR Business Partner

Purpose:

- The purpose of the job is to deliver a high quality HR administrative service across all stages of the employee lifecycle.

Main Duties and Responsibilities:

You will:

- accurately draft offer letters, employment contracts, resignation acknowledgements etc and send to recipients in accordance with standard time frames
- regularly update the payroll, recruitment and other relevant trackers to ensure processes are followed and deadlines are met
- effectively use the HR system, Google/ MSOffice and our filing systems to keep HR records current, complete and accurate
- monitor the HR inboxes, acting as the first point of contact in the HR team for all queries, responding or forwarding to colleagues as necessary
- support the HR Officer, to coordinate recruitment campaigns and safer recruitment checks

- **Day to Day**

You will:

- write a range of HR correspondence including offer letters, variation to contract letters, resignation acknowledgements and employment contracts
- update the HR system regularly to ensure all new starters, leavers and variations are reflected in the system
- ensure relevant paperwork is provided to payroll to action in line with monthly deadlines
- update the HR trackers regularly to ensure all information is accurate and up-to-date
- be responsible for the management of the personnel files including setting up new starter files, filing and archiving leavers in line with the records retention policy
- manage the HR inboxes, responding to emails and forwarding to colleagues as appropriate
- manage the administration of absence requests within the HR system, ensuring colleagues receive a timely decision
- support the HR Officer in preparing and publishing recruitment documentation including adverts and recruitment packs
- support the HR Officer in undertaking all necessary safer recruitment checks, including collating references, right to work and ID documents and managing DBS applications, in line with agreed timescales.
- support the HR Officer in organising the New Starters Induction training via EVERY (GDPR, Fire Safety, Safeguarding (and prepare New Starter Induction Packs (Support Staff)).
- administer the probation process, liaising with HR colleagues/ managers to ensure the probationary meetings are held in a timely manner
- administer the staff exit process, liaising with the employee, their manager and payroll
- work effectively with colleagues across the team and Foundation in order to deliver to deadlines and meet objectives
- professionally represent the department and the Foundation internally and externally
- undertaking general administration such as filing, photocopying, scanning, booking rooms and taking minutes as required

General

- To be aware of and understand the role that all staff have in relation to the safeguarding of pupils and to comply with policies and procedures relating to Safeguarding and Child Protection, reporting all concerns to one of the Designated Safeguarding Lead team.
- To comply with policies and procedures relating to health and safety, security, confidentiality and data protection/GDPR, reporting all concerns to the appropriate person.
- To contribute to the overall values and ethos of the School
- To attend relevant staff meetings or other meetings as required
- To attend staff training, staff meetings and additional events as required
- To do any other duties that may be reasonably required within the grade and scope of the role

Person Specification

Qualifications & Training

- English & Maths qualifications at Level 2 of the regulated qualifications framework e.g. GCSE's (E)
- A Business Administration qualification at Level 3 of the regulated qualifications framework (D)

Experience

- Experience of producing letters and documentation using information technology (E)
- Experience of prioritising workload, time management and dealing with conflicting priorities (E)
- Experience of HR administration (D)
- Experience of producing accurate and complex employment/contractual documentation and correspondence (D)
- Experience using a HR system (D)
- Experience of maintaining employee records (D)

Knowledge

- Knowledge of general IT systems and applications including spreadsheets, word processing and databases (E)
- Knowledge of GDPR, records retention and its application to HR (E)
- Knowledge of HR administrative processes and procedures (E)
- An understanding of and demonstrable commitment to EDI (E)
- An awareness and understanding of Safer Recruitment Regulations (KCSIE) (D)
- Knowledge of current employment legislation (D)
- Knowledge of the Education Sector (including independent schools) (D)

Skills

- Ability to write clearly, concisely and tailored to the audience (E)
- Ability to communicate effectively with internal and external stakeholders at all levels. (E)
- Ability to interact appropriately and diplomatically with others (E)
- Excellent attention to detail and records information accurately (E)
- Excellent organisational skills (E)
- Excellent time management skills (E)
- Ability to work on own initiative (D)

Behaviours

- Able to work calmly under pressure and work to tight deadlines (E)
- Continuously strives to improve processes and procedures (E)
- Has high performance standards for self and others (E)
- Respects the importance of confidentiality and able to handle such information sensitively (E)
- Is patient, tactful, and approachable (E)

Additional requirements of the role

- Has a flexible approach to work (E)
- Has an empathy with the ethos and values of WGSF / Independent Schools (E)
- Proficient use of Microsoft packages e.g. word, excel, powerpoint & google drive/docs (E)

(E) = Essential

(D) = Desirable

Terms of Appointment

Contract

This position is a permanent position

Hours of work

37.5 hours per week, all year round.

Salary

Grade G (£23,923.00 pa to £27,072.00 pa)

Pension Scheme

We offer a defined contribution pension scheme on commencing employment. Contribution rates are currently 3.75% for the employee and 8% for the employer, based upon gross salary, with an option to increase up to 5.25% and 11% respectively.

Safeguarding Checks

WGSF is committed to safeguarding and promoting the welfare of children and young people.

Pre-Employment Checks

An offer of employment is subject to the receipt of 2 references considered satisfactory to WGSF; a satisfactory DBS (Disclosure and Barring service) check; evidence of eligibility to work in the UK; Prohibition from Management check (If applicable); relevant qualifications and a satisfactory health questionnaire.

Parking

Free on site car parking

Lunches

Subsidised school lunches (term time only).

Other Benefits

- Access to our free 24 hour Employee Assistance Programme
- Cycle Scheme
- Simply Health (Cash back hospital plan)
- Use of free on site gym facilities
- Family Friendly policies
- Access to an extensive CPD program and opportunities across The Wakefield Grammar School Foundation

Fee Remission

Foundation staff are eligible for a discount on the fees in respect of their children attending Foundation schools (subject to Foundation policy). Fee Remission is pro-rata for part time/term time employees.

How to apply

Applications can be made via our website www.wgsf.org.uk and further details, including the job description can be obtained from Mr Ben Ward, Head of HR by email at bward@wgsf.net or by contacting HR, hr@wgsf.net

The closing date for applications is 9.00 am, Monday 14th July 2025

