



Job Description

1. **Job Title:** HR Administrator
2. **Responsible to:** Head of HR
3. **Job Summary:** To provide administrative support to the HR function.

4. Overview:

The prime purpose of this role is to provide administrative support to the HR function of Eastbourne College and St Andrew's Prep.

The role is based in the Bursary of Eastbourne College, Old Wish Road, Eastbourne working as part of a team of human resources and payroll personnel, dedicated to providing a warm, positive, and efficient first impression of the charity.

5. Key Responsibilities

- Record all requests for annual leave
- Record all sickness absences
- Issue and collate staff appraisal documentation
- Daily filing of HR documentation in personnel files
- Undertake DBS checks
- Issue occupational health pre- employment medical links
- Undertake some employment related correspondence
- Provide administrative support for HR projects
- Give an excellent impression of Eastbourne College and St Andrew's Prep
- Any other administrative tasks to support the function

6. Safeguarding Duties

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement and staff code of conduct at all times.
- The post holder will be engaging in regulated activity. There are particular safeguarding issues requiring attention for this post.
- In this particular post, there is unlikely to be a large amount of contact with pupils but there are connected responsibilities, including site security, sensitive handling of data, and professionalism. However, the responsibility remains to be aware of safeguarding procedures and occasional need to operate safely with pupils and in adherence to the policy and code of conduct.
- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report



any concerns to the School's Designated Safeguarding Lead or, if they are the School's DSL, to the Headmaster and relevant agencies

7. Person Specification

Essential

- Strong administration experience
- IT skills - MS office including Teams
- Excellent attention to detail
- Clear and confident communicator - on telephone and in writing.

Desirable

- Familiarity with schools
- Experience working in an HR environment.

8. Terms and Conditions

Salary: £22,000 per annum

Hours of Work: 30 hours per week, all year round. Normally, 8.30am to 3pm, Monday to Friday with a half-hour unpaid break. An alternative working pattern may be considered.

Pension: After three months service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt in to the pensions scheme. The College will contribute 5% of your gross salary and you will be expected to contribute 3% also. You may choose to opt out of the pension scheme.

Holiday: Five weeks annual leave plus Bank Holidays to be taken by agreement with your line manager.

Other Benefits

- Life Assurance
- Lunch during normal working hours
- Access to College sports facilities.
- Free tickets to College productions

9. Application Process

To apply, please visit <https://www.eastbourne-college.co.uk/contact/employment-opportunities/> and click the 'Apply Now' button to complete the mandatory application form. An up-to-date CV and covering letter must be uploaded with this online application form. Applications will be considered upon receipt, and we reserve the right to withdraw this vacancy.

The closing date for applications is **Friday 31 July 2026**.

For further information, please contact Human Resources on 01323 452288 or email hr@eastbourne-college.co.uk.



10. Safeguarding and Equal Opportunity Statements

Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to appropriate child protection screening, including checks with past employers and the DBS.

Post holders will be engaging in regulated activity.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Eastbourne College (Incorporated) welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the job which will ultimately improve the wellbeing and education of the pupils.

Eastbourne College (Incorporated) is a non-smoking establishment.