



CROFTON SCHOOL

KINDNESS AMBITION DILIGENCE

HR Administrator

20 hours per week, 40 weeks per year

Grade C £11,992 - £12,495 (FTE £25,185 - £26,243)

We are seeking to recruit an excellent HR administrator to provide support within our busy HR team. The role will require attention to detail and exceptional organisational skills from the successful candidate. You will be involved in the full range of HR administration including (but not limited to) staff data input, record maintenance, payroll administration and induction. A knowledge of HR systems and processes would be advantageous, but not essential as full training will be given.

The post is suitable for someone with experience of working in an office environment with practical skills of word processing, e-mail and other electronic applications. Experience of iTrent and Arbor would be advantageous. The successful candidate will be a 'people person', a natural problem solver who is decisive, organised, and copes well under pressure. You will have 5 GCSE's or equivalent (educated to level 2 standard) including Maths and English, with good oral and written communication skills.

There is some flexibility in terms of working pattern, but we do require 5 hours to be worked on Fridays. 40 weeks per year will be term time plus an additional week, to be worked during the school holidays as agreed with your line manager to ensure the completion of payroll.

This is an exciting time to join us at Crofton; we are a happy and ambitious school, excited about our journey to become exceptional. We are part of HISP Multi Academy Trust, who believe in building excellent educational environments that inspire and unlock potential in all our school communities. Their ethos is one of sustainable school improvement; and schools joining the trust do so with the aim of improving themselves and each other through the development and embedding of a professional continuum.

Crofton School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. References will be taken up for those candidates short-listed for interview. The successful candidate will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

CVs are not accepted. For more information and a downloadable application pack see our website <http://www.croftonschool.co.uk> - click the 'Recruitment' heading under 'Our School'.

Closing Date: Noon 6 March 2026. We reserve the right to close the advert before the closing date should we receive sufficient applications.

