HR Administrator - Permanent

School Name	Springwell School
Job Title	HR Administrator
Salary	Grade 6 (SCP 12-17) to Grade 7 (SCP 19-25) Grade and scale point dependent upon length of service/experience. Actual MIN £24,726 pa to MAX £32,183 pa
Hours	35 hours per week Monday to Friday: 09:00 am – 4:30 pm Permanent, Term Time plus 1 week during school closure period
Start Date	January 2027
Closing Date	9 am, Tuesday 8th December 2026
Shortlisting date	Thursday 10th December 2026
Interview Dates	Tuesday 15th December 2026

Join our Team

Springwell School is a thriving and successful special school committed to ensuring our pupils achieve their full potential. We are looking to appoint an enthusiastic, organised, and professional HR Administrator to join our friendly HR team.

This opportunity would suit someone with strong administrative skills who is looking to play a key role in supporting the employee lifecycle, recruitment processes, safeguarding checks and the day-to-day administration of the HR function. This is a varied, hands-on role that requires a proactive, organised and personable individual who can manage competing priorities, build positive working relationships and provide a high standard of customer service to staff, candidates and external stakeholders. The successful candidate will have excellent attention to detail, a flexible approach and a commitment to maintaining confidentiality while supporting a busy HR team.

The Role

Working closely with the HR Lead you will provide efficient, accurate and confidential HR support across the school, working with professionalism and confidentiality while handling sensitive information.

Key Responsibilities will include:

- Coordinating recruitment and onboarding activities.
- Preparing contracts, offer letters and employment documentation.
- Managing pre-employment checks, including references, DBS checks, right to work documentation and medical clearances.
- Maintaining employee records across HR systems, ensuring data accuracy and GDPR compliance.
- Supporting absence management processes and maintaining records.
- Assisting with contract variations, payroll changes and employee lifecycle administration.
- Responding to routine HR queries from staff, managers and candidates.
- Supporting HR projects and wider school administration activities as required.
- Maintaining strict confidentiality when handling sensitive employee information.

About You

We are looking for someone who:

- Has English & Maths GCSE Grade C or above, 4 – 9 (or equivalent)
- Has excellent administrative and organisational skills.
- Has strong attention to detail and can manage competing priorities.
- Demonstrates excellent written and verbal communication skills.
- Is confident using Microsoft Office applications and HR management systems.
- Can handle confidential information professionally and sensitively.
- Works accurately and efficiently both independently and as part of a team.

-Shares our commitment to safeguarding, inclusion and supporting children with additional needs.
- Has a positive, flexible and proactive approach to work.
- Remains calm and professional in a busy environment.

Previous HR or recruitment administration experience would be desirable, although training and development will be provided for the right candidate.

What We Offer
- A welcoming and supportive staff team.
- A rewarding role where you can make a real difference every day.
- Membership of a school community that values wellbeing, collaboration and inclusion.
- Competitive salary with regular salary progression
- Free on-site parking
- Access to Local Government Pension Scheme
- High-quality support and training
- Monday – Friday working pattern
- Excellent development opportunities to grow within a positive and supportive team
- Employee Assistance Programme and Mental Health and Wellbeing Support

Please refer to the Job Description and Person Specification for the full responsibilities of this role and knowledge required.

Working pattern – 35 Hours per week
Monday to Friday: 09:00 am – 4.30 pm

How to apply
To apply, please complete the application form on www.springwellschool.net and return to Rachel Ambrey, HR Lead, by email to recruitment@springwellschool.net. Alternatively, please post your completed application to HR at Springwell School, Hinkler Road, Thornhill, Southampton, SO19 6DH. We do not accept CV's.

Interview process
If successfully shortlisted, you will complete a short task prior to a 2 panel, face to face interview.

Safeguarding
Springwell School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process including an enhanced disclosure and barring service check and a full online check of social media platforms as per the updated guidance in KCSIE 2022.

If you do not hear from us regarding your application, unfortunately this means that you have been unsuccessful on this occasion. We thank you for your interest and wish you every success in your future applications.

Please note that we reserve the right to close a vacancy earlier than the advertised date if we receive applications that meet the criteria. We may also interview candidates at a mutually convenient time before the closing date, so please submit your application as soon as possible to avoid disappointment.