



HR Assistant

The Post

Responsible to the Recruitment Manager, the Appointee will form part of the College's well-established HR and Payroll Team. The post requires excellent all-round administration skills with a keen eye for detail and outstanding interpersonal skills. You will be the first point of contact for new and prospective employees, providing a warm welcome and ensuring they feel at ease during their interview process. You will carry out onboarding checks for new staff and support their managers to deliver great induction programmes and thorough probationary reviews.

The College

Cheltenham College consists of two inter-dependent fee-paying schools within a single executive structure. College (13-18), founded in 1841, is the oldest of the Victorian public schools and is predominantly a boarding school of some 680 pupils, including a strong Sixth Form.

Cheltenham Prep is situated on the same campus as Cheltenham College in a beautiful setting with its own sports fields, lake and stunning views of Leckhampton Hill. Originally situated on the main College campus, it moved to its current site in 1908. The Prep is fully co-educational, day and boarding, and takes pupils from 3 to 13, with the majority preparing for Scholarships and Common Entrance for the College. There are currently 420 pupils in the Prep.

Both schools are fully co-educational. They have fine academic records and a considerable reputation for sport, drama and music.

In recent years, the College has expanded its operations overseas and currently plays a significant role in Cheltenham College Muscat and The Cheltenham Centre, Junhwa International School located close to Shanghai. College has aspirations for further partnerships in the future.

Overall Objectives

To support the work of the HR and Recruitment Team and, in particular, undertake day-to-day data entry; supporting our pre-employment compliance checks for all new staff and volunteers. With the support of the Recruitment Manager, you will also take ownership of the recruitment process for certain "non-management" roles within College (from the advertising stage through to the offer stage and subsequent compliance checks).

Job Description

Support for Recruitment

- Assist the Recruitment Manager with administration supporting the new-hire process including posting adverts on jobs boards, processing/acknowledging applications and responding to candidate queries.
- Administration for our Applicant Tracking System (Talos360).
- Liaise with Line Managers to set up interviews and ensure that pre-interview paperwork is sent out to candidates.
- Provide support on interview days greeting candidates, chaperoning candidates between interview appointments, and taking copies of identification and qualification documents.
- Ensure vacancy authorisations for the vacancies you look after are in place, signed and correctly filed.
- Update the Recruitment Tracker to show the stage of the process for each of the vacancies you look after
- Ensure interview notes are properly filed after interviews have taken place
- Over time and with the support of the Recruitment Manager, fully own recruitment activity for roles between Grades A-F including: reviewing documents, posting adverts, managing candidates, arranging, and supporting interviews, ensuring offers are appropriately authorised, providing follow up to all candidates.

Compliance and On-Boarding Administration

- Obtain references for shortlisted candidates prior to interview and circulate to the relevant parties.
- Process pre-employment checks for new hires in line with the requirements of the Independent Schools Inspectorate guidance on Single Central Record (SCR).
- Set up new hires on the HR Information System (Cascade).
- Create personnel files for newly appointed staff using checklists and ensure that all relevant documents are present.
- Chase responses to pre-employment checks where these are slow to be returned to HR.
- Provide advice to line managers on checks required for various groups of staff and volunteers
- Escalate issues or delays to the Director of HR & Payroll.
- Ensure prompt and accurate data entry of pre-employment checks to the Single Central Record (SCR) and ensure that the paper filing matches the electronic SCR.
- Proactively look for gaps or potential issues with required employment checks on the SCR and obtain/resolve them or escalate where necessary.
- Along with the rest of the team, maintain an excellent awareness of ISI guidance on pre-employment check and record keeping requirements.
- Over time, take on the production of Contracts of Employment and offer letters under the guidance of the Recruitment Manager.

Support for Induction and Probation

- Ensure that hiring managers are prompted to put induction programmes in place for their new hires using the induction guidance and templates.
- Advise and support managers to undertake good quality probation reviews at regular intervals ensuring that any issues are escalated to the HR Manager promptly.
- Meet with new starters after 3 months to ensure they feel supported and are settling in

Note that during the second half of the Spring Term we experience periods of high activity in Recruitment and flexibility will be necessary at times.

HR Team Administration

Alongside the HR Administrator provide general reception support for the Support Services Building:

- Answer and direct telephone calls, taking messages if required.
- Greet visitors, providing correct documentation for visitors, offering advice and directions and photocopying documents if necessary.
- Provide hospitality to visitors.
- Ensure that outgoing post is taken to main College reception or Common Room and the HR pigeonhole in Common Room is checked on a daily basis.

As part of the HR Team:

- Respond to general HR queries and deal with calls confidently, accurately, and independently or escalate to other members of the HR Team as appropriate.
- Filing, photocopying and general administration.
- Maintain and update staff information on the HR Information System.
- Contribute to the achievement of the HR team's objectives by being actively involved in various projects.
- Be proactive in suggesting and supporting continuous improvement within the team.
- Any other duties that might reasonably be expected of the post holder.

Person Specification

Experience and qualifications

Essential

- Educated to A Level or equivalent including a good level of Maths and English.
- Excellent administration and IT skills
- Proven competency with Microsoft Excel essential.

Desirable

- Experience of working to processes in a high-compliance environment.

Personal qualities

- Versatile team player, with a co-operative and flexible attitude.
- Ability to learn new areas of responsibility quickly.
- Excellent organisational abilities: methodical with good attention to detail and the ability to use initiative and prioritise workload. A high level of accuracy is essential.
- Strong interpersonal skills, including the ability to put interview candidates at ease allowing for a stress-free interview process, an excellent telephone manner.
- Enthusiastic, supportive, friendly, reliable, and helpful.
- Ability to work well under pressure and meet deadlines.
- The ability to handle sensitive and confidential information with absolute discretion
- Committed to the safeguarding the welfare of children.

Terms and Conditions

- Salary: College Grade C from £26,400 - £28,200, dependent upon experience.
- Hours of work: 37.5 hours per week, typically 8.30am – 5.00pm, to include a 1-hour unpaid lunch break.
- School lunch (during term time)
- Cycle to work scheme
- Free parking (subject to availability)
- Use of College sport facilities (at staff allocated times)
- Pension scheme (subject to satisfactory completion of probationary period)
- Subsidised health scheme membership (Benenden)
- Holidays starting from 20 days, plus eight Bank Holidays and Christmas shutdown.

July 2026