



DAME ALLAN'S SCHOOLS
building the future

CANDIDATE INFORMATION

Recruitment & HR Coordinator

Permanent, full-time.

Independent Day School for over 1250 students

Junior School (3-11)

Senior School (11-16)

Sixth Form (16-18)

Recruitment & HR Coordinator

The Recruitment & HR Coordinator will deliver efficient and people-focused comprehensive HR administrative support to the Schools across the full employee life cycle. Reporting directly to the Head of HR, the successful candidate will help to create, encourage, and drive a culture where staff are motivated and developed in order to achieve their very best and maximise performance.

Job Description

As post holder, you will hold a key role within a small yet busy department comprising the Head of HR and HR Officer. You will be an exceptional administrator with good written and verbal communication skills, and be comfortable working with colleagues and partners at all levels, exercising tact, diplomacy, and confidentiality where appropriate.

This role is primarily based at our Senior School (Fenham).

Key Duties and Responsibilities:

- Support the recruitment of teaching and support staff, including drafting job descriptions, managing advert campaigns, providing guidance to candidates, reviewing applications, scheduling interviews, and ensuring compliance with Safer Recruitment practices and ISI regulations.
- Carry out vetting checks in line with Safer Recruitment guidelines, including references, Barred List checks, and DBS checks for all school staff, visitors, and contractors as required.
- Support all Employee Relations processes, including managing and filing records for probationary reviews, absence, contract amendments, and onboarding/offboarding paperwork.
- Maintain the HR system, ensuring it is accurate, up-to-date, and continuously improved.
- Manage the HR mailbox, responding to queries and escalating issues where appropriate.
- Maintain the School's Single Central Register, ensuring accuracy and attention to detail.
- Support the onboarding and induction process, including coordinating and administering training requirements for new and existing staff.
- Liaise with wider support functions in the school on behalf of the HR team.
- Assist in administering the School's professional development programme.
- Share responsibility for maintaining compliant HR records, including the Single Central Register, HRIS, and employee personnel files.
- Provide general HR guidance on a broad range of topics, including contractual changes, performance management, absence, GDPR, retention, and payroll.
- Keep up to date with emerging HR trends and changes employment legislation.
- Undertake and support projects as directed by the Head of HR.

General:

- Contribute to the overall ethos and vision of the Schools.
- Be aware of and support differences and ensure equal opportunities for all.
- Take responsibility for professional development and attend training as required by the Schools.

- Understand and adhere to Child Protection, Safeguarding, Health and Safety, Hygiene, and Confidentiality and Data Protection policies and procedures.
- Undertake other duties and responsibilities as required commensurate with the post.

Person Specification

The successful candidate should possess the following experience, qualifications and qualities:

- Demonstrable experience of HR administration, including maintaining accurate records, supporting recruitment processes, and handling confidential information appropriately.
- GCSE grade 4/C or above in English and Maths, or an equivalent qualification.
- Excellent IT skills and confidence in learning new systems quickly.
- Proven ability to prioritise and manage a varied workload, adapt to changing priorities, take initiative, and work calmly under pressure.
- Excellent written and verbal communication skills.
- A working knowledge of employment law, statutory guidance, and HR best practice, with a commitment to keeping this knowledge up to date.
- A commitment to safeguarding in line with current statutory guidance.
- Understanding of individual responsibility for health and safety, equality, diversity, and inclusion, contributing to an environment where everyone feels valued and respected.

Desirable:

- Experience of working in the Education sector.
- Knowledge of employment law and best practice within the Education sector.
- Knowledge and understanding of safeguarding within schools (training will be provided).
- Experience with Google Workspace (training will be provided).

Ready to Apply?

Additional information about working at Dame Allan's Schools can be found on our [Vacancies page](#).

1. Please read our [Application and Recruitment Process](#) and [Recruitment Privacy Notice](#).
2. Download and complete the Application Form found on our website.
3. Complete the [Equal Opportunities form](#).
4. Send your completed Application Form and any additional documents to HR@dameallans.co.uk.

Closing date: noon on Monday 13 April 2026.

Interviews will take place week commencing Monday 20 April 2026.

Terms and Conditions

Hours: Monday to Friday, 37 hours per week, all year round.

Salary: £27,105.00 - £28,023.00 (based on experience)

Benefits:

- The Schools operate a fee reduction package for children of staff members, subject to their meeting the Schools' admissions criteria.
- All staff may join the School's pension schemes.
- All staff receive free school lunches.
- Access to the Employee Assistance Programme.
- All staff are eligible for free eye tests.
- Access to Cycle to Work scheme.
- School trip travel opportunities.
- A formal contract, detailing terms and conditions, will be extended following completion of all safeguarding/ pre-employment checks.

Questions

For any questions about the role, please contact HR@dameallans.co.uk

Thank you for your interest in applying to work at Dame Allan's Schools.

The Schools are committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Excellence. Stability. Happiness. Est 1705.



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RATED EXCELLENT BY THE INDEPENDENT
SCHOOLS INSPECTORATE

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Dame Allan's Schools



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