



THE URSULINE ACADEMY ILFORD

A Catholic Secondary School for Girls Aged 11-19 in the Diocese of Brentwood

MISSION STATEMENT:

The Ursuline Academy Ilford is a Catholic community of faith, love, kindness and service. Guided by Gospel values and the Holy Spirit, we strive to create an inclusive environment where everyone in our diverse community can reach their full potential in all their endeavours.

Our young women are inspired by the witness of St Angela and the vibrant school community, whose motto 'SERVIAM'- I will serve, empowers us all to play our full part in society.

HR Administrator

November 2026





WELCOME FROM THE HEADTEACHER

The Ursuline Academy Ilford is a four-form entry Catholic comprehensive school for girls aged 11-19, serving students who are supportive of and fully committed to the Catholic ethos of the school. Students who come here, join a community that is committed to success.

The school was founded by the Ursuline Order in 1903 and has been providing high quality education and pastoral care ever since. The school has a strong sense of community underpinned by Gospel values. Visitors regularly remark on the purposeful working atmosphere in which all are expected to do their best. We have an inclusive and community-focused ethos of which we are very proud. Our pupils are welcoming, engaging and articulate. They are ambitious for the school and for their own life beyond it. Consequently, students' behaviour for learning is exemplary.

Governors and staff at the school commit themselves to:

- Recognising the value and uniqueness of every student we teach
- Ensuring that the school is a safe place to be and one where the interests of justice are served
- Creating a community which is inclusive, one whose basis is mutual respect and equality
- Maintaining the long tradition of trust, cooperation and courtesy
- Generating good order and discipline based on sound relationships between staff, students, parents and carers
- Nurturing the religious and intellectual lives of our students through curricular and extra-curricular activities
- Inviting parents and carers to play an active role in their daughter's development, academically, spiritually and morally.

I am delighted you are interested in our school and hope this gives you some insight into who we are and what we stand for.



Fiona A Stone
Headteacher

THE URSULINE ACADEMY ILFORD

HR Administrator

From: ASAP

5 days, 36 hours per week (Term Time plus 10 days)
Scale 6 to Range 18-22
FTE Salary: £36,689 – £38,934 (*inc.* Outer London Allowance) per annum
Actual Salary: £33,776 - £35,842 (*inc.* Outer London Allowance) per annum

We are looking to recruit a suitably We are looking to recruit a suitably experienced HR Administrator to join our admin team. S/he will be a key contributor to this hugely successful, popular and oversubscribed Academy whose ethos is underpinned by Gospel values and the Ursuline motto of "Serviam".

The successful candidate will ideally be an enthusiastic, motivated, friendly and well-organised individual who is able to work effectively with a range of colleagues as well as self-manage their own tasks and workload. The successful candidate will have suitable experience working within school administration. The person appointed will make a significant contribution to the smooth running of this important area of school operation.

HOW TO APPLY
Application Form is available to download from www.uai.org.uk/joining-us/come-work-at-uai

Please return your completed application form via email to: applications@uai.org.uk
Visits can be arranged by appointment please contact our Business Manager for details.

Please return your completed application form via email to: applications@uai.org.uk

Applications will be assessed upon receipt, and we reserve the right to interview and appoint prior to the closing date. Early applications are therefore strongly advised. References will be taken up prior to interview.

The Academy is committed to safeguarding and promoting the welfare of children. To ensure that this is achieved we expect all employees to share this commitment and staff will be recruited and selected in line with Safer Recruitment Policy and practice. The successful applicant will undertake an enhanced DBS check.

Please note we are unable to accept CVs.

Closing Date: Friday 27 November 2026 noon **Interview Date:** w/c Monday 30 November 2026

JOB DESCRIPTION

HR Administrator

REPORTING TO: **Business Manager**
LIAISING WITH: **SLT, Teachers, Support Staff and others as required**

Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the changing demands that are a part of school life. This Job Description is a guide to the level and range of responsibilities the post holders are expected to undertake. It is neither exhaustive nor inclusive and may change from time to time to meet changing circumstances and demands.

HR Administration

- Maintain the Single Central Register for the academy ensuring it is up to date at all times.
- Administer all aspects of recruitment ensuring adherence to the Safer Recruitment process. This includes adverts, applications, school visits, interviews arrangements, references, onboarding and induction training.
- Conduct all safeguarding checks including DBS applications/renewals, ID checks, qualifications, annual declarations and right to work.
- Produce offer letters, job description & person specification, end of probation periods letter and contracts & contracts amendments.
- Maintain tracking systems to ensure timely Performance Management process is undertaken for all staff.
- Maintain staff training and CPD records.
- Maintain tracking systems to ensure all staff absence is recorded, the Return-to-Work Interview process is followed, and absence is effectively managed by line managers. Provide absence reports to the Senior Leadership Team when requested.
- Maintain staff related databases/spreadsheet, contract information, etc.
- Produce accurate HR related reports and analysis for Head Teacher, Business Manager, Governors and other stakeholders as required.
- Assist with the secure/confidential maintenance of records including filing/shredding/scanning/archiving.

Other Administration

- Liaise with the Finance Manager to ensure all staff appointments are within budget and signed off in advance of any appointments.
- Process the paperwork for the recruitment of new governors.
- Provide to the Finance Manager payroll information for new starters, staff changes, leavers and annual uplifts. Including uploading the information on the school calendar.
- Provide to the Finance Manager the completed pension forms so that these can be submitted to the payroll and pension team when changes need to be communicated.
- Overall responsibility for managing the academy's website, including uploading content and ensuring all information is up to date.
- Overall responsibility for managing and maintaining the branding strategy for the academy.
- Support the wider administration function as required by the Business Manager and by the Senior Leadership Team.

Reception

To cover at reception when there is staff absence.

- To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate.
- To accept and sign for deliveries as appropriate.
- To call the on-call teacher to attend a classroom when required.
- Assist with student, parent/guardian, staff and visitors' enquiries.
- To distribute income post and to organise outgoing post to be sent.
- To ensure that fire registers are updated.
- Undertake bulk photocopying and laminating.

Welfare

- Maintain accident reporting system, reporting relevant accidents in line with Health & Safety guidelines.
- To assist with the general welfare of pupils.
- To be aware of and ensure safeguarding across the Academy.
- Report any student concern to relevant member of staff.

General

- Attend and participate in relevant meetings, training and other learning activities.
- Be aware of and comply with the policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To demonstrate an understanding of, and commitment to equal opportunities and diversity and to the standards of customer care.
- To support the policies and aims of The Ursuline Academy Ilford.
- Be responsible for own health and safety as well as that of colleagues, students and the public.
- Assist when required with general administrative duties as directed by the school Business Manager.

DECLARATION

I have read the job description and agree to all the terms and conditions set out. I also agree to comply with all Academy Policies, Child Protection /Safeguarding and Health & Safety regulations. I further understand that the above does not constitute an exhaustive list and I agree to undertake any reasonable request made of me by the Headteacher or Deputy Headteacher acting on his/her behalf.

Name:

Signature: Date:

PERSON SPECIFICATION
HR ADMINISTRATOR

L = Assessed by Application	I = Assessed at Interview	R = Assessed by Reference	E = Essential D = Desirable

MINIMUM EDUCATION / QUALIFICATIONS

Educated to GCSE or equivalent (Minimum Grade C – English/Maths)	**L**			**E**
Evidence of training, experience and Continuous Professional Development relevant to the post	**L**	**I**		**D**
Experience in using a range of common software packages such as Microsoft Office and SIMS	**L**	**I**		**D**

MINIMUM EXPERIENCE / KNOWLEDGE / SKILLS

Working in a school environment or similar	**L**	**I**	**R**	**D**
Excellent IT skills, with a knowledge of Microsoft Office and SIMS	**L**	**I**	**T**	**E**
Excellent verbal and written communication skills	**L**	**I**		**E**
Excellent administrative and organisational skills	**L**	**I**		**E**
Ability to work independently and as part of a team	**L**		**R**	**E**
A friendly and professional telephone manner	**L**	**I**		**E**

MINIMUM COMPETENCIES

Literacy/Numeracy skills	**L**			**E**
Ability to collect, collate and present data	**L**	**I**		**E**
Ability to liaise effectively with members of the public and staff at all levels	**L**			**E**
Ability to prioritise and coordinate work	**L**	**I**		**E**
Ability to work as part of a team and on own initiative	**L**			**E**
Ability to produce routine correspondence and reports	**L**			**E**

OTHER JOB REQUIREMENTS

Understanding the importance of maintaining confidentiality	**L**	**I**		**E**
Motivation to work with students/young people	**L**	**I**		**E**
Flexible approach to work	**L**	**I**		**E**

SAFEGUARDING:

Be aware of and comply with the policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection	**L**	**I**	**R**	**E**
To demonstrate an understanding of commitment to equal opportunities and diversity and to the standards of customer care	**L**	**I**		**E**
Be responsible for own health and safety as well as that of colleagues, students and the public	**L**	**I**		**E**
Emotional resilience in working with challenging behaviours	**L**	**I**		**E**