HR / Reception & Administration Assistant (2 days per week)

School: Nexus School, Tonbridge

Reports to: HR Lead

Hours: 2 days per week, Term Time Only + 1 week

Salary Range: Kent Scheme B

Purpose of the Job

To provide an efficient HR, reception, and administrative service to support the smooth operation of the school.
To assist with a range of HR processes including new staff onboarding, employee record management, and staff support.
To provide a friendly and professional reception service, acting as a first point of contact for visitors, staff, and parents.
To support the administration team with general administrative and organisational tasks as required.

Key Responsibilities

HR Administration

- Support onboarding and induction of new staff.
- Maintain accurate electronic HR and staff records, ensuring all documentation is up to date.
- Assist with absence management and monitoring.
- Maintain training records and support the organisation of staff training.
- Support the coordination of performance reviews and probation periods.
- Respond to general HR enquiries.
- Ensure compliance with school policies, safeguarding requirements and employment law.

Reception Duties

- Provide a welcoming and professional reception service.
- Manage incoming calls, emails, enquiries, post and ParentMail messages.
- Act as the first point of contact for pupils, parents, visitors and contractors.

General Administration

- Undertake a range of administrative tasks including typing, filing, photocopying, shredding, post handling and archiving.
- Assist with arrangements for educational visits, including collating risk assessments, and booking transport.

- Support pupil administration tasks such as attendance calls, dinner registers and data entry.
- Support various school administrative teams with ad hoc duties as needed.

Safeguarding

All members of staff are responsible for promoting and safeguarding the welfare of children and young people and are expected to share this commitment.

PERSON SPECIFICATION

Qualifications

- GCSE English and Maths grade C or above (or equivalent).

Experience

- Experience of providing administrative support in a busy office environment.
- Experience in HR administration (school experience desirable).
- Experience with HR systems or databases (e.g., SIMS/Parent Mail) is an advantage.
- Experience interacting with parents, staff, and external visitors.

Skills & Abilities

- Strong verbal and accurate written communication skills.
- Excellent organisational skills and ability to prioritise tasks effectively.
- Computer literacy, including word processing and basic spreadsheet/database use.
- Confident telephone manner and ability to record accurate messages.
- Ability to work under pressure and meet deadlines.
- Ability to work confidentially with sensitive information.
- Ability to use initiative and work both independently and as part of a team.
- Willingness to undertake relevant training.

Knowledge

- Understanding of general administrative systems and HR processes.
- Awareness of safeguarding, equalities, confidentiality, and Data Protection/GDPR.
- Awareness of health and safety requirements.

Behaviours

- Professional and positive attitude.
- Adaptable and flexible.
- Resilient and solution-focused.
- Honest, reliable and responsible.
- Able to use initiative and remain calm under pressure.