



# St Francis Catholic Primary School

Queen's Rd, Maidstone, Kent, ME16 0LB

Email: [generalenquiries@stfranciscatholicprimary.com](mailto:generalenquiries@stfranciscatholicprimary.com)

Tel: 01622 771540 Headteacher: Mrs V Ebdon

## Job Specification: HR and Admin Officer

Criteria	Essential (E)	Desirable (D)
<b>Qualifications &amp; Training</b>	A good standard of education (e.g., GCSE Maths and English at Grade C/4 or equivalent).	CIPD Level 3 qualification or equivalent HR qualification.
	A commitment to continuous professional development and training.	Certified in Safer Recruitment.
<b>Knowledge &amp; Experience</b>	Proven experience working in a Human Resources and/or Administration role.	Experience working in a school or educational environment.
	Experience managing a recruitment process from end-to-end, including conducting pre-employment and safeguarding checks.	Experience with school-specific information/HR systems (e.g., SIMS, iSams, Bromcom, HR Connect).
	Working knowledge of employment law and HR best practice for employee lifecycle management (e.g., contracts, absence, performance).	Experience providing advice on complex HR issues (e.g., disciplinary, grievance) to managers.
	Experience of maintaining and managing confidential paper and computerised records (personnel or pupil files).	

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	Experience of the administrative and organisational cycles and requirements of a school year, including the full process for managing statutory data returns (e.g., School Census), pupil data uploads to external systems, ordering of national testing materials (e.g., SATs papers), and the submission and uploading of national testing results and associated data.	
<b>Skills &amp; Abilities</b>	Excellent verbal and written communication skills, with the ability to communicate effectively with staff, pupils, and parents at all levels.	Ability to produce analysis/reports of data for senior leaders (e.g., testing results, absence trends).
	High level of IT proficiency, including expert use of Microsoft Office (Word, Excel, Outlook) and/or Google Workspace.	
	Exceptional organisational skills with a proven ability to plan, prioritise, and manage a varied workload to meet deadlines with minimal supervision.	
	Proven ability to handle confidential and sensitive information with complete discretion and integrity.	
	Strong attention to detail and a high level of accuracy in all tasks.	
<b>Personal Qualities</b>	Demonstrates a rigorous commitment to safeguarding and promoting the welfare of children and young people.	

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	A self-motivated, professional, positive, and proactive approach to work.	
	Ability to work effectively as part of a team and build strong working relationships across the school community.	
	Flexible, adaptable, and able to remain calm and professional under pressure.	

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