



Lady Boswell's CE Primary School



Lady Boswell's CE Primary School
Plymouth Drive
Sevenoaks
Kent TN13 3RW

VACANCY

Employment type: HR Admin Assistant

Hours: 12 hours per week to be worked over 3 or 4 days, term time only

Salary level: KSB £26,822 FTE (actual £7,421.14)

Start date 2nd September 2026

This role is initially for a 12 month period, but may be extended

CONTENTS

Details of the role

Details about the school

Our School Values

Job Description and Personnel Specification

Copy of Self-disclosure form (required for shortlisted candidates)

Copy of Recruitment of Ex-Offenders Policy

Copy of Reference Proforma

AN OPPORTUNITY TO BE A HR ADMINISTRATIVE ASSISTANT AT OUR OUTSTANDING SCHOOL

Are you highly organised, accurate and have excellent IT skills? If so, you could be part of our friendly, supportive team. We are looking for a HR administrative assistant to work 3 mornings per week between 8am and 12pm, during term time only, to support our busy Finance & HR Team, headed up by our Business Manager.

Duties will include (but will not be limited to):

- Processing new starters, leavers and changes to contracts in our HR portal
- Processing overtime, unpaid leave and absence in our payroll portal
- Dealing with the recruitment process, including advertising, setting up interviews, pre-employment checks and offer letters
- Dealing with any staff absence insurance claims
- Maintaining the Single Central Register
- Processing the finance for our wraparound care

The successful candidate will be expected to have regard to the Christian character of the School and its Foundation

HOW TO APPLY

To apply please complete the application form within Kent Teach for this vacancy. CVs are not accepted. Please see the full job description below. You will be notified as soon as possible after the closing date, if you have been selected for an interview.

JOB DESCRIPTION:

Purpose of the Job:

To provide administrative support for the HR function of the School, and process income for the wraparound care provision.

The successful applicant will have:

- A basic understanding of HR principles and practice: Basic knowledge of HR policies, and employee relations along with the discretion and confidentiality that is required.
- Learning agility: Adapting to new policies, procedures and technologies.
- Excellent interpersonal, organizational and accuracy skills.
- Basic understanding of finance, including invoices

General duties relevant to all members of staff:

To promote the mission, vision and aims of Lady Boswell's School to ensure that each child achieves their full potential. It is expected that all staff work collaboratively to share good practice, resources and ideas and realise the school vision and aims. All staff should act with professional integrity at all times, following the school 'Code of Conduct for Staff' and make full use of, and contribute positively to, their own appraisal.

To work within the general aims and of the school and to contribute towards the overall Christian ethos of the school, paying due attention and regard to the policies.

Key duties and responsibilities:

1. Assist with the day to day operations of the HR function, working closely with the Business Manager
2. Support the recruitment process, including advertising vacancies, monitoring application forms, arranging interviews and induction
3. Process new starters, sending offer letters, undertake pre-employment checks, right to work, seek references and Occupational Health Questionnaires
4. Prepare and maintain all personnel files
5. Update the Single Central Register to add new staff, and move leavers
6. Preparing the monthly payroll letter and inputting additional hours, mileage claims and absences on the School's payroll system
7. Process medical fit note certificates
8. Process leavers and ensure process is followed
9. Process contract changes, including variation letters
10. Ensure all staffing information, including contract details, is kept accurate and up to date on the School's MIS system

11. Assist Business Manager with annual pay awards for Teachers and Support Staff
12. Process claims from the staff absence insurance
13. Maintain the staff absence insurance portal, ensuring term dates and staff records are kept accurate
14. Assist with the preparation of the annual School workforce census
15. Respond to generic HR queries and enquiries in a timely manner, referring more complex matters to the Business Manager.
16. Assist with some finance roles, including orders and invoices and Wraparound Care finance monitoring and invoices
17. Any other administrative role to support the Finance and HR team, as delegated by the Business Manager or Co-Headteachers

Person Specification: HR Admin Assistant KR5

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	GCSE English & Maths GCSE level 5 or equivalent/above
EXPERIENCE	Experience of working in an HR admin role
SKILLS AND ABILITIES	Awareness of HR rules and regulations. Must be computer literate, in particular Microsoft excel, ideally including writing formulas. Ability to prioritise own workloads and to work to deadlines is essential. Ability to keep information highly confidential
KNOWLEDGE	Knowledge of HR rules and procedures.

	<p>Knowledge of a range of IT systems - Arbor would be helpful, but not essential</p> <p>Knowledge of computerised and manual filing systems</p> <p>Awareness of Data Protection and confidentiality issues</p> <p>Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety</p>
--	---

CVs are not accepted.

You will be notified as soon as possible after the closing date, if you have been selected for an interview.

FURTHER INFORMATION

Whether or not you are selected for interview will be determined solely on the information provided in your application form. It is very important that the form you return to us contains the information that the school wants and the information that you want to give us.

We value diversity in our workforce – fair treatment for all is vital to the quality of services to the public. Lady Boswell's has an equality policy to ensure that all groups and individuals within the community are given full opportunity to benefit from the services and jobs we provide.

Lady Boswell's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All positions are subject to an enhanced DBS check, 2 references and a health check and a social media check.

The School

Set on the edge of the beautiful Knole Park Estate in Sevenoaks Lady Boswell's Primary School has a strong sense of history, having been established in 1675. We are a Christian school which provides a safe and happy haven that allows every child to develop and learn in a kind and caring environment whilst achieving the highest academic standards. Our school is modern, and was extended to 2 form entry in 2013.

An Ofsted Outstanding provider – May 2022



Learning together, Christ at the Centre, Learning for Life.

OUR VALUES

Love

'Let us not love with words or speech but with actions and in truth.'

1 John 3 v 16-18

Respect

'Show proper respect to everyone, love the family of believers'

1 Peter 2:17

Faith

'Now faith is confidence in what we hope for and assurance about what we do not see.'

Hebrews 11:1

Kindness

'But the fruit of the Spirit is... kindness...'

Galatians 5 v 22

Forgiveness

'Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.'

Ephesians 4 v 32

Honesty

'Full of grace and truth'

John 1 v 14

SELF-DISCLOSURE FORM

Congratulations on being shortlisted.

As part of our duty to safeguard pupils, we need to check whether you are barred from working with children, and / or whether you have any relevant convictions, court orders, reprimands, warnings, or other matters which may affect your suitability to work with children. This form also requires information from you to be used by the school to carry out an online recruitment check in line with KCSIE.

Please complete the following form as accurately as possible and return this disclosure form to the school **within 48 hours of being received.**

Note: You are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020), If you are not sure whether one of your convictions is 'protected', you can [check here](#) before answering the following questions. More information about filtering and protected offences can also be found on the Ministry of Justice website.

How the Information will be used

We will use this information to:

- Determine whether you are eligible or not for the role based on barring or childcare disqualification requirements
- Inform our discussions at interview in relation to information disclosed

If you are offered the position, as the role you have applied for involves contact with children, you will also be required to undergo the relevant vetting and barring checks including a DBS check. Information that you provide in this self-declaration will be compared with the appropriate checks.

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance.

Surname:	Previous name(s) (if any):	
Forename(s):	Preferred title:	Date of birth:

National Insurance No:	Teacher Ref. No: (if applicable):	Date of recognition as qualified teacher, QTS (if applicable):
Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide further information:		
Do you have any unspent convictions or conditional cautions?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide further information:		
Do you have any spent adult cautions (simple or conditional) or convictions that are not 'protected' as defined by either? <ul style="list-style-type: none"> - The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended in England, Scotland and Wales - Or the Rehabilitation of Offenders (Northern Ireland) Order 1978 as amended in Northern Ireland? 		Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide further information:		
Have you been the subject of any investigation and/or sanction by a professional body due to concerns about your behaviour towards children?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide further information:		
Do you have any overseas convictions?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide further information:		

Are you included on the DBS Children's Barred list?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide further information:	
<p>Only answer this question if, in accordance childcare disqualification requirements the post requires you to work with pupils under 5 and/or pupils under 8 in wraparound care.</p> <p>Have any orders relating to the care of children, as set out in schedule 1 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, been made in respect of you?</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> - Orders disqualifying you from caring for children - Orders disqualifying you from private fostering - Any refusal of an application for you to be registered in relation to a children's home - Care/child protection orders issued in respect of a child in your care 	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide further information:	
<p>Only answer this question if in accordance childcare disqualification requirements the post requires you to work with pupils under 5 and/or pupils under 8 in wraparound.</p> <p>Have you been convicted of committing, or been given a caution, reprimand or warning since 6 April 2007 for, any offences set out in regulation 4 and schedules 2 and 3 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018?</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> - Any offence against or involving a child - Any sexual offence - Any violent offence, i.e. murder, manslaughter, kidnapping, false imprisonment, actual bodily harm (ABH), or grievous bodily harm (GBH) 	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide further information:	

<p>If an 'online check' was carried out about you (For example a search on Google, Bing, Yahoo!, Facebook, LinkedIn, Instagram, Tik Tok) would there be any information available in the public domain that would lead an employer to question your suitability to work with children and/or potentially damage the reputation of the school/trust?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If Yes, please provide further information:</p>	
<p>Please provide any other 'Names' or 'Handles' you are known by online or on social media to allow 'online checks' to be carried out as part of the recruitment process:</p>	
<p>Confirmation of declaration: (tick boxes below)</p>	
<p><input type="checkbox"/></p>	<p>I agree that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children.</p>
<p><input type="checkbox"/></p>	<p>I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn, or disciplinary action may be taken if information is not disclosed by me and subsequently comes to the organisation's attention.</p>
<p>*Signature of candidate:</p>	
<p>Print name:</p>	
<p>Date:</p>	

*In accordance with Keeping Children Safe in Education, where the signature is electronic, the shortlisted candidate should physically sign a hard copy at the point of interview.



Lady Boswell's C.E. (Aided) Primary School

*Learning Together,
Christ at the Centre,
Learning for Life*

Recruitment of Ex-Offenders

Date of Policy: February 2026

Date of Next Review: February 2029

Policy to be authorised by: Finance & Resources Committee

Policy approved: February 2026

Author of Policy: Mrs C Wilkes – template from HR Connect

Lady Boswell's Church of England (Voluntary Aided) Primary School.

Recruitment of Ex-Offenders Policy

We value every member of our community as a unique child of God and seek to demonstrate His love through our words and actions. We enable every child to achieve their full potential so that they leave us with their heads inspired and their hearts enriched.

As a result, our children will:

Develop a positive sense of self and well-being; confident to make the right choices and keep themselves safe in an ever-changing society

Strive for academic excellence, developing a thirst for knowledge and a love of learning

Become effective communicators, collaborators and leaders

Be resilient, resourceful and courageous

Be curious, creative individuals and confident problem solvers

Grow in spiritual awareness and develop a strong moral compass and a deepening understanding of the Christian faith in a multi-faith British society

Become responsible and tolerant global citizens who value diversity, forgive readily, and have concern for the needs of each other, the school, the wider community, and the planet.

1. Introduction

Lady Boswell's CE (Voluntary Aided) Primary School is committed to working in accordance with Keeping Children Safe in Education, and the DBS Code of Practice, which require that the school makes available a copy of its Policy on the Recruitment of Ex-offenders to all job applicants.

This policy provides a framework within which the school will seek to ensure that all cases are assessed fairly, and on an individual basis. Lady Boswell's CE (Voluntary Aided) Primary School will not discriminate because of a conviction or other information revealed.

2. Scope

This policy applies to all Employees and Governors of Lady Boswell's CE (Voluntary Aided) Primary School.

3. Adoption Arrangements and Date

This policy was adopted by the Governing Body of Lady Boswell's CE (Voluntary Aided) Primary School on 17 March 2026 and supersedes any previous Employment of Ex-Offenders Policy.

This policy will be reviewed by The Governing Body every 3 years or earlier if there is a need.

The effectiveness of this policy will be monitored, evaluated, and reviewed by the Headteacher and Governing Body.

4. Background

The Rehabilitation of Offenders Act 1974 allows most convictions and cautions to be considered spent after a specified period of time. Once a caution or conviction is spent the person is considered rehabilitated and the ROA treats the person as if they had never committed an offence. This means that jobseekers with criminal records have the right to legally withhold such information from a prospective employer when applying for most jobs.

All positions that involve working with children are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

Candidates applying for a vacancy will be asked to complete a Self-Disclosure form on which they will be asked to disclose any relevant

convictions, court orders, reprimands, warnings, or other matters which may affect an applicant's suitability to work with children. Candidates should be signposted to the Ministry of Justice website to seek guidance and clarity on what offences and issues they are required to disclose.

<https://www.gov.uk/government/news/disclosure-and-barring-service-filtering>

Further information on the Self-Declaration process for job applicants is contained in the main body of the Recruitment Guidance Notes. Additional information can also be found at <https://www.nacro.org.uk/criminal-record-support-service/support-for-employers/asking-about-criminal-records/?nowprocket=1>

5. Legal Requirements

Keeping Children Safe in Education

Keeping Children Safe in Education gives statutory guidance and states:

- Where a role involves engaging in regulated activity relevant to children, schools and colleges should include a statement in the application form, or elsewhere in the information provided to applicants, that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.
- Schools and colleges should also provide a copy of the school's or college's child protection policy and practices and policy on employment of ex-offenders in the application pack or refer to a link on its website.
- Schools and colleges should assess cases fairly, on an individual basis. A decision not to appoint somebody because of their conviction(s) should be clearly documented, so if challenged the school or college can defend its decision, in line with its policy on recruitment of ex-offenders.

DBS Code of Conduct

The DBS Code of Conduct, published under section 122 of the Police Act 1997, advises that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information revealed.

Registered Bodies, and those in receipt of the DBS Update Service information, must have a written policy on the suitability of ex-offenders for employment in relevant positions. This should be available upon request to potential applicants and, in the case of those carrying out an

umbrella function, should be made available to their clients. Clients of Registered Bodies should make this policy available to their potential or existing employees.

5. Policy Statement

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Lady Boswell's CE (Voluntary Aided) Primary School will comply fully with the DBS code of practice and undertakes to treat all applicants for positions fairly.
- Lady Boswell's CE (Voluntary Aided) Primary School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- Lady Boswell's CE (Voluntary Aided) Primary School will only ask an individual to provide details of convictions and cautions that Lady Boswell's CE (Voluntary Aided) Primary School are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
- Lady Boswell's CE (Voluntary Aided) Primary School can only ask an individual about convictions and cautions that are not protected.
- Lady Boswell's CE (Voluntary Aided) Primary School is committed to the fair treatment of its staff, potential staff, or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability, or offending background.
- Lady Boswell's CE (Voluntary Aided) Primary School will make this written policy on the recruitment of ex-offenders available to all DBS applicants at the start of the recruitment process.
- Lady Boswell's CE (Voluntary Aided) Primary School actively promotes equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records.
- Lady Boswell's CE (Voluntary Aided) Primary School select all candidates for interview based on their skills, qualifications, and experience.
- An application for a criminal record check is submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record is identified as necessary, all

application forms, job adverts, and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

- Lady Boswell's CE (Voluntary Aided) Primary School ensures that all employees involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences using information available at www.nacro.org.uk
- Lady Boswell's CE (Voluntary Aided) Primary School also ensures that employees have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g., the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, Lady Boswell's CE (Voluntary Aided) Primary School ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- Lady Boswell's CE (Voluntary Aided) Primary School makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.
- Lady Boswell's CE (Voluntary Aided) Primary School undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Further advice may be sought from your HR Consultant/Line Manager.



Lady Boswell's C.E. (Aided) Primary School

REFERENCE REQUEST FORM – SUPPORT STAFF ROLE

SECTION A: ESSENTIAL INFORMATION

to be completed for all applicants

Full name of applicant:	Job title (in your employment):
Start date:	Date of leaving (where applicable):
Reason for leaving:	
Pay Range / Grade	
Salary (pro rata salary)	
Allowances	
Capacity in which you know/knew the applicant:	
Length of time you have known/knew them in this capacity:	
1: In your view, does the applicant's overall performance suggest that they are equipped to fulfil the responsibilities of the post for which they are applying?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, please comment:	
<i>Please see enclosed Job Description</i>	
2: Is the applicant (or were they at the date of leaving your employment) subject to any formal disciplinary procedures or formal sanctions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details:	

There is no requirement to provide information about informal action or expired sanctions

3: Is the applicant currently or were they at the point of leaving your employment subject to any ongoing disciplinary investigation?

Yes No

If yes, please provide details:

4: In the preceding two years, has the applicant been subject to any formal capability procedures or formal sanctions?

Yes No

If yes, please provide details:

Regulation 8A of the School Staffing (England) Regulations 2009 requires schools (maintained or academy) to provide this information in relation to teaching posts in maintained schools. For other posts, referees are asked to provide relevant information as part of their obligation to provide a fair and accurate reference.

5: Has the applicant been subject to any formal disciplinary procedures involving issues relating to the safety & welfare of children / young people or the applicant's behaviour towards children & young people?

Yes No

If yes, please provide details:

Respondents should include both current & expired warnings(s) / sanction(s) in their response.

6: Have any allegations or concerns been raised about the applicant that relate to the safety & welfare of children & young people or the applicant's behaviour towards children & young people?

Yes No

If yes, please provide details (i.e. whether an investigation took place, what was the outcome / conclusion and how the matter was resolved):

Please note any allegations which have been found to be unsubstantiated, unfounded or malicious should not be included.

7: In your opinion, is there any reason why the applicant should not be appointed to the post for which they have applied or be employed to work with children & young people or in a school setting?

Yes No

If yes, please provide details:

8: Is the applicant's general attendance / punctuality (unrelated to health) good?

Yes No

If no, please explain why:

9: How would you grade your recommendation of this applicant for the above post?

Strongly Recommend

Recommend with reservations

Do not recommend

Where recommended with reservations or not recommended, please provide details:

SECTION B: FURTHER INFORMATION - Please rate (circle as appropriate) and comment, to the best of your knowledge, on the applicant's ability, typical performance or any specific activities they have undertaken in the following areas

1. Building and maintaining effective working relationships. *If currently or previously employed in a school environment, please comment on relationships with pupils, parents, colleagues & the wider school community*

Excellent	Good	Fair	Poor
-----------	------	------	------

Comments:

2. Willingness to learn and develop / continuous professional development.

Excellent	Good	Fair	Poor
-----------	------	------	------

Comments:

3. Flexibility. *For example, willingness to undertake varied tasks and/or new methods commensurate with grade or professional standing*

Excellent	Good	Fair	Poor
-----------	------	------	------

Comments:

4. Team working. *Ability to work co-operatively with colleagues and share responsibility for team outputs*

Excellent	Good	Fair	Poor
-----------	------	------	------

Comments:

5. Ability to prioritise work and meet deadlines

Excellent	Good	Fair	Poor
-----------	------	------	------

Comments:

6. Ability to use own initiative appropriately

Excellent	Good	Fair	Poor
-----------	------	------	------

Comments:

7. Communication, both written and verbal, with varying audiences

Excellent	Good	Fair	Poor
-----------	------	------	------

Comments:

8. Wider Contribution to your organisation or general life of the School

Excellent	Good	Fair	Poor
-----------	------	------	------

Comments:

9: Job related knowledge

Outstanding

Good

Fair

Poor

Comments:

Please use this space to provide any further relevant information:

Details of the person providing this reference:

Signed:

Name:

Position:

Organisation:

Date:

Email address: