

St Joseph's Specialist Trust, Cranleigh, Surrey

HR Administrator 52 weeks a year – 37.5 hours (full time)

Salary range: £31,728 - £34,820 pa including 33 days paid
(including statutory holidays)
Additional recruitment bonus £1,000*



What we require

St Josephs are seeking an experienced HR Administrator to join our Business and Admin team, to start in September 2026. Under the lead of our Director of HR, the HR Administrator will use not only their administrative skills but also draw on sound employment law knowledge, empathy with others and resilience to support the wellbeing of our 230 staff. Duties will include working alongside the Senior HR Administrator on data processing, contract variations, risk assessments and performance management, as well as basic administrative housekeeping, also working closely with the Payroll and Absence Officers on salary uplifts and sickness and attendance monitoring.

This role is to support staff on site. It is a **52 week post** and working through the school holiday periods is required. Full time hours of work, 8.30am – 4:30pm Monday to Friday (with ½ hour unpaid break each day). There may be slight flexibility on start and finish times for the right candidate, particularly during the holidays, however being on site as staff arrive and leave each day is crucial in this role.

Responsibilities will include confidential data input and maintenance and as point of contact within the team, responding to staff queries (see Job Profile for full details).

Candidates will need a positive and flexible attitude, be pro-active with all aspects of the role including meeting staff and daily confidential filing. HR and administrative experience, particularly within the education sector is preferred and preferably qualified to a minimum of CIPD level 3 or equivalent.

Progression opportunities: As well as on site CPD, you will be expected to attend Adult mental health first aid training with the team and there will be future opportunity to progress to a Senior HR administration level.

We are a registered charitable trust comprising a special needs school, college, registered children's home and adult supported living houses. Our school and college students are age 5-19 with severe and complex social communication and learning disabilities. Every member of our staff plays a part in making a positive contribution to the lives of our students and tenants. Students may visit the office so compassion, patience and empathy for their needs is vital. If you are recruited, you will be required to complete Team Teach positive behaviour support training as part of your induction before employment.* Physical and mental resilience are qualities essential for all our employees.

Why St Joseph's?

- We have a beautiful 23 acre site in Cranleigh, on the edge of the Surrey Hills, one mile from the town
- Delicious and healthy free hot lunches are provided to all during term time
- Medicash cash health plan and life insurance
- **£1,000 Retention bonus - £250 after 1 month, £250 after 1 year, £500 after 18 months at Trust
- Access ample free car parking
- Have consistent 1:1 line manager support and annual performance related pay progression
- Be provided with an Employee Assistance Programme (confidential, professional wellbeing and counselling 24/7 service for yourself and your family)
- Gain Mental Health and Wellbeing support through a team of on-site qualified Adult Mental Health First Aiders
- Complete on-site Team Teach training with our specialist Inclusion Team
- Get discount on gym, swim and classes at Cranleigh Leisure Centre
- Access a full induction programme

Your own transport is desirable due to the rural location of the Trust however, we are very close to the town centre and a 20 min walk from bus stops providing buses from Horsham and Guildford.
By joining St Joseph's you become a key worker.

Only applications made on the St Joseph's Specialist Trust application form will be considered for shortlisting and interview. We welcome CVs and telephone enquiries on initial contact – please do feel free to call for more information, however **we do not consider applications made by CV only. Interviews will be held as applications are received for suitable candidates.**

Please note that at this time we do not sponsor recruits to relocate from abroad or convert a study or graduate visa to a work visa.

How to apply

Applications close at 8am on Tuesday June 2nd. For an application pack (including form, job profile and person specification) or access to an on-line application form, please visit us at www.st-josephscranleigh.surrey.sch.uk/recruitment.

St Joseph's Specialist Trust is committed to safeguarding and promoting the welfare of children and young people. This position requires an enhanced DBS disclosure