



## **Part-time Human Resources Assistant**

### **Information for Applicants**

## PART-TIME HUMAN RESOURCES ASSISTANT

Summer Fields is a boarding and day school for approximately 305 boys aged 4 to 13 years. Located in Summertown, two miles north of central Oxford, the school occupies 70 acres of exceptional grounds.

We are seeking a capable and motivated Part-time HR Assistant to join the Bursary team in a varied and fast-paced role. Working closely with the Human Resources Manager, you will provide essential administrative and operational support across a wide range of HR activities. Key responsibilities include coordinating recruitment and onboarding processes, ensuring full compliance with safer recruitment and statutory requirements, and maintaining accurate employee records and HR databases. The role also includes day-to-day HR administration and offers opportunities to contribute to broader HR projects.

The successful candidate will have strong administrative skills, excellent interpersonal and communication skills, and exceptional attention to detail. You will be confident managing a diverse workload, proactive in your approach, and committed to maintaining confidentiality and data protection standards. Previous experience in Human Resources and Recruitment, together with knowledge of HR policies and procedures, is essential.

This is an excellent opportunity to work in a prestigious independent school in a beautiful location in Summertown. Benefits include enrolment into the school's contributory Group Personal Pension Scheme, which also provides life assurance at three times annual salary. Additional benefits include access to an Employee Assistance Programme, an annual flu vaccination, membership of the Staff Swimming Club, lunch in the dining room during term time, free on-site parking, and discount for holiday activity clubs. There is also the opportunity for continuing professional development and career progression.

This is a 32-hour week, Monday to Friday, full-year position. There is some flexibility in the working pattern and weekly hours for the successful candidate. The full-time equivalent salary range is £28,500 to £29,500, depending on skills and experience. Further information about the school is available at [www.summerfields.com](http://www.summerfields.com).

## APPLICATION PROCEDURE

Please apply by submitting a fully completed application form with a letter of application. To satisfy the requirements for safer recruitment, we need to ask you for your full employment record. Details of any gaps between jobs or between finishing education and employment must be provided. If you have a CV you wish to send, please do so, however a completed application form with full employment history must still be provided. Applications should be saved as Word or PDF files and emailed to [recruitment@summerfields.com](mailto:recruitment@summerfields.com) by Sunday 15<sup>th</sup> March 2026.

If you require any further information, please call 01865 459238. We look forward to hearing from you.

Summer Fields is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

The school is fully committed to the principles of equal opportunity, diversity, and inclusion. Summer Fields does not discriminate on the grounds of race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, and disability. Applications are welcome from a diverse range of backgrounds.

## ABOUT SUMMER FIELDS

Summer Fields was founded in 1864 by Archibald and Gertrude Maclaren at their home in North Oxford. Mrs Maclaren was a gifted classical scholar and Mr Maclaren was a fencing master with a passionate belief in the importance of physical fitness. It is from these roots that our school motto was born: *Men's sane in corpora sano*, A healthy mind in a healthy body. The Maclarens established the importance of a breadth of education inside and outside the classroom, values which remain central to the education we offer today.

Summer Fields is a full-boarding and day school for approximately 305 boys aged 4 to 13. We offer excellent teaching, traditional values and exceptional pastoral care. We continue to build on a strong academic legacy with an individual focus on strengthening each boy's confidence and abilities.



Summer Fields is a special place and pastoral care is very strong. The school is a vibrant, extended family of staff and boys, living side-by-side in a busy, caring and friendly boarding community. We aim to ensure that each boy is happy, academically challenged and is taking full advantage of life at Summer Fields, with its many possibilities and opportunities. Our most recent ISI inspection, in June 2025, was glowing in all respects and is easily available online.

The school is thriving at all levels and in 2018 we entered an exciting new phase in our history with the opening of a brand-new Summer Fields Pre-prep school, catering for boys from Reception to Year 3. The school is housed in a stand-alone building, Newton, one of the oldest and most historic buildings on the school's 70-acre site. The building underwent a complete re-development, including the addition of a striking, modernist new extension; it now provides purpose-built facilities for up to 80 boys aged 4 to 8.

Summer Fields celebrated its 160<sup>th</sup> birthday in 2024 and recent years have seen the redevelopment of various areas of the school. The Salata Pavilion provides sports changing and other facilities, and what was New Room now provides a state-of-the-art new school library, including an archive room, a periodicals room and associated teaching rooms in what is the oldest and largest teaching space in the school. The £2.5m project, completed during lockdown, included a major refurbishment of the school Chapel, as well as the DT and Learning Support areas.

## ACADEMIC RECORD

Academic standards and outcomes are high. The principal entry point to the prep school is in Year 4, although a few boys join in Years 5, 6 and 7 depending on places being available. Some 20 boys will join the prep school from the Pre-prep each year, in addition to those joining directly, both boarders and day boys, in Year 4. Admission is by selection. The aspirations of boys and parents are high and the school prides itself on the outstanding exam results achieved by our leavers. The school's greatest academic strength is excellent teaching at all levels and we are proud of the academic achievements of boys of all abilities. Each year boys pass Common Entrance and regularly win scholarships to the top public schools in the country.

## BOARDING

The boarding structure is horizontal, according to age, in six Lodges (boarding houses), where the boys are usually looked after by two Lodge Parents. Every boy has a personal tutor, responsible for overseeing all aspects of his life at school and with whom he meets regularly, one-to one. In addition, a boy can seek help from Lodge Parents, Form Masters and Mistresses, the Head Sister and, of course, the Headmaster.

The school is set within 70 acres of grounds and is extremely well resourced with many outstanding and modern facilities, which are continually enhanced. In addition to the academic curriculum, sport plays an important part in the life of the school, as does music, art, design and technology and drama; recent results in music scholarship exams, in particular, have been outstanding. All these activities, and many others, are extremely well provided for. The Chapel is at the heart of the school, both literally and figuratively.



## WORKING AT SUMMER FIELDS

Summer Fields recognises that staff are one of the school's most valuable assets. We therefore seek to recruit and retain well-qualified academic and non-academic staff who demonstrate enthusiasm for their area of expertise. There are currently around 155 full-time and part-time staff with most teaching staff and their families living on site. Working at Summer Fields is rewarding and all staff are encouraged to get fully involved with the life of the school. We are surrounded by beautiful grounds and we enjoy superb facilities.

## THE POSITION

The Bursary office team includes the Bursar, Part-time Finance Director, Finance Officer, Finance Assistant, Domestic Bursar, Part-time HR Manager and the Part-time HR Assistant. The HR Assistant provides vital administrative and operational support to the HR Manager in a varied and fast-paced role where no two days are the same. Key duties include coordinating the recruitment and new starter processes; ensuring compliance with safer recruitment and statutory requirements; and maintaining accurate employee records and HR databases. The role also includes day-to-day HR administration and offers opportunities to contribute to a wide range of HR activities.

The successful candidate will have strong administrative and interpersonal skills, excellent attention to detail, and the ability to manage a varied workload effectively. The role requires a proactive, professional approach and strict adherence to confidentiality and data protection standards. Relevant experience within Human Resources and Recruitment, along with knowledge of HR policies and procedure, is essential. This role offers an excellent opportunity for professional development and career progression.

This is a 32-hour a week, full-year position. The hours should be worked over five days, however there is some flexibility in the total weekly hours for the successful candidate. The annual leave entitlement is pro-rata of five weeks, plus Bank Holidays which fall during school holidays, with leave normally taken during school holiday periods.

## APPLICATION

In order to ensure the safety and security of all pupils at the school, applicants must be willing to undergo child protection screening. We are required to carry out several pre-employment checks including:-

- obtaining references from past employers;
- checking a full history of employment and verifying reasons for any gaps in employment or education;
- an enhanced Disclosure and Barring Service criminal records check;
- an overseas criminal record check is required for applicants who have lived abroad for three months or more in the last five years.

Please apply by submitting a fully completed application form with a letter of application. Applications should be saved as Word or PDF files and emailed to [recruitment@summerfields.com](mailto:recruitment@summerfields.com) by Sunday 15<sup>th</sup> March 2026.

If you require any further information, please call 01865 459238.

## JOB DESCRIPTION

**Job Title:** Human Resources Assistant

**Reporting to:** Human Resources Manager

**Purpose of the Job:**

To support the HR Manager in delivering an efficient, compliant and professional HR service. The role provides administrative support across all HR functions, with a focus on recruitment processes and maintaining accurate HR records in line with safer recruitment and employment legislation.

**Duties and Responsibilities**

**Recruitment**

- Co-ordinate recruitment activities, ensuring compliance with current legislation and safer recruitment requirements.
- Assist with the preparation of recruitment information packs and arrange advertising.
- Manage candidate correspondence and application records.
- Organise recruitment day logistics; prepare interview schedules and other selection activities, liaising with relevant managers ensuring they are kept informed throughout the process.
- Support recruitment days, including welcoming candidates, conducting ID checks and managing the required documentation.
- Complete safer recruitment training and assist with interviews.
- Obtain and verify employment references.
- Communicate outcomes to unsuccessful candidates.
- Prepare and issue appointment letters.
- Process Disclosure and Barring Service (DBS) applications.
- Obtain Children's Barred List checks and prohibition from teaching/management checks where required.
- Ensure all other pre-employment checks are completed promptly, prior to the commencement of employment; including right to work, verification of medical fitness, qualifications, overseas checks following up outstanding checks as necessary.
- Manage recruitment administration for the appointment of Gap students.

**HR Administration**

- Assist with maintaining the Single Central Register of appointments, ensuring data accuracy.
- Issue contracts of employment.
- Ensure all new starter paperwork is received and recorded on relevant data bases.
- Issue induction packs and co-ordinate the induction process for new employees.
- Prepare and deliver induction training for new staff co-ordinating with other relevant departments.
- Organise safeguarding training for new employees and ensure ongoing training compliance.

- Create and maintain personnel files in accordance with GDPR and safer recruitment legislation.
- Maintain accurate information on the HR information system (Every HR) and support on-going system development.
- Manage and monitor the eLearning and training databases.
- Record and monitor staff absences liaising with Heads of Department to ensure the appropriate certification is received from absent employees.
- Conduct staff risk assessments in collaboration with Heads of Department.
- Carry out driving licence checks for the drivers of minibuses.
- Maintain records and checks for contracted staff (catering and cleaning) and other third-party staff, in line with ISI and safer recruitment requirements.

### **General HR**

- Maintain accurate and up-to-date information on the HR databases.
- Monitor HR inboxes.
- Provide note-taking support for HR meetings (disciplinary, grievance, absence etc).
- Archive the personnel and payroll files as required.
- Maintain annual leave records.
- Ensure confidentiality of all personnel information.
- Update HR documentation as required.
- Review HR processes and procedures to improve efficiency and compliance.
- Keep up-to-date with employment legislation and HR best practice.
- Provide general administrative support to the department when required.
- Undertake HR projects as required and support the HR Manager with on-going initiatives.

### **General Responsibilities**

- Support the aims, ethos and objectives of the school.
- Summer Fields is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All staff must adhere to, and ensure compliance with, the school's safeguarding policies and procedures in the context of their role.
- Comply with the school's health and safety procedures.
- Undertake other duties reasonably requested by the HR Manager or Bursar.

This job description is indicative of the nature and level of responsibilities associated with the post. Other tasks may be allocated as necessary to ensure the efficient running of the Bursary

## PERSON SPECIFICATION

### Essential Competencies

- Strong organisational and administrative skills.
- Ability to prioritise workload and use initiative.
- Good time-management skills and ability to meet deadlines.
- High attention to detail and consistently accurate work.
- Clear verbal and written communication skills.
- Excellent interpersonal skills with a welcoming professional manner.
- Able to work both independently and under direction, proactively progressing tasks.
- Ability to interpret and apply regulatory requirements.
- Proficient in Microsoft Word, Excel and Outlook.

### Personal Attributes

- A professional approach.
- Discreet and confidential when dealing with sensitive issues.
- Ability to use tact and diplomacy when required.
- Flexible and willing to undertake a variety of tasks.
- Collaborative team player.
- Eager to learn and adapt to changing needs.
- Committed to continuing personnel development.

### Experience and Knowledge

- GCSE (or equivalent) in English and Maths, minimum grade 4 (or A-C).
- Relevant experience within HR or recruitment.
- Understanding of HR policies, procedures and data protection.
- Confident user of databases and spreadsheets.
- Experience of working in a school/educational environment would be an advantage.

### Desirable Requirements

- Up-to-date HR knowledge and awareness of current best practice.
- Project management skills.
- Level 3 CIPD or working towards qualification.
- Experience of conducting pre-employment checks within a regulatory framework.

## APPLICATION AND RECRUITMENT PROCESS GUIDANCE NOTES

Summer Fields is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority. The school aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

### APPLICATION

- Applications will only be accepted from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms but are permitted to be submitted alongside a completed Application Form.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post. If you are invited to attend a formal interview your suitability to work with children will be assessed.
- As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.
- The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service (“DBS”) for the post and, where appropriate, a check of the Barred List maintained by the DBS will be made. Any offers of appointment will be made conditional on obtaining such satisfactory checks. Additionally, successful applicants should be aware that they are required to notify the school immediately if there are any reasons why they should not be working with children.
- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 and to those who are directly concerned in the management of that childcare.
- The school takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the school/their manager immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.
- Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the HR Manager for more details.
- The school has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have ‘due regard to the need to prevent people from being drawn into terrorism’. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. Any information about past disciplinary action or substantiated allegations will be considered in the circumstances of the individual.
- If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with

children. Where you have no previous employment history, we may request character references which may include references from your school or university.

- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

## CONDITIONAL OFFER OF EMPLOYMENT

Any offer to a successful candidate will be conditional upon the following criteria:

- Receipt of at least two satisfactory references (if these have not already been received), including for internal appointments. All references should be provided by a senior person with appropriate authority, subject to the satisfaction of the school. All referees will be asked if the candidate is suitable to work with children. The school will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.
- Verification of identity and qualifications
- Evidence of the right to work in the UK.
- A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS.
- For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the historic General Teaching Council for England before its abolition in March 2012.
- Verification of professional qualifications, including, where applicable, any award of Qualified Teacher Status.
- Where the successful candidate has worked or been resident overseas, such checks and confirmations as the school may consider appropriate so that any relevant events that occurred outside the UK can be considered. This shall include the candidate providing the school with proof of his/her past conduct as a teacher in the form of a letter of professional standing from the professional regulating authority in the country in which he/she has worked.
- Verification of medical fitness for the role in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach.
- Where the role involves providing care for pupils under eight, receipt of a signed Self-Declaration form showing the candidate is not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)".
- For a candidate to be employed into a senior management position as set out within the school's Safer Recruitment Policy, receipt of a signed "senior charity manager positions: automatic disqualification declaration" confirming that the candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities;
- If you are undertaking a management role, a check that you have not been prohibited from participating in the management of independent schools.

It is the school's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the school in strictest confidence and used as set out in the school's Staff Privacy Notice and Staff Information Security Policy. This information will be reviewed against the Job Description and the Person Specification for the role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, and layout of the school. The school is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.