

Hills Road Sixth Form College

Appointment of: HR Administrator (two posts)

Location: Cambridge



Shape
the
future



Hills Road
Sixth Form College
Cambridge

Welcome from the Principal and CEO Designate



Thank you for your interest in Hills Road Sixth Form College and in this post. I hope that the information in this booklet will help you to decide whether this role and our college might be the right next step for you. I sincerely hope it is!

As I prepare to take up the role of Principal in September, this marks an important moment in the College's continuing journey. Hills Road enjoys a strong national reputation and has led Sixth Form College performance tables for many years. But we are not complacent. In an ever-changing world, excellence is a moving target and we are ambitious - for our students, for our staff and for the future of post-16 education. We respond thoughtfully, continually reflecting and evolving to ensure that what we offer remains exceptional.

Working in a Sixth Form College brings distinctive rewards, not least the privilege of engaging with bright young minds who challenge, question and inspire. It is an intellectually rigorous environment grounded in collaboration and shared purpose. Everyone here has a role to play in helping every young person who comes through our doors to realise their potential – sometimes in ways they may never previously have been able to imagine.

I am fortunate enough to know first-hand the transformative impact that Hills Road has on our students and, as a former student, I am deeply committed to ensuring that it continues to flourish as a centre of academic excellence where kindness and integrity remain at the heart of everything we do.

We recognise that staff wellbeing is fundamental to student success and we pride ourselves on being consultative. In response to colleague feedback, we have introduced a two-week October half term and redesigned professional development. Staff consistently speak of the strength of our community. Our core values – Diversity, Kindness, Integrity, Respect, Community and Excellence – are not slogans, but lived commitments that shape how we work, how we lead and how we support one another. Hills Road is ambitious, yet humane; high-performing, yet deeply caring.

I hope I have been able to give you a flavour of Hills Road. If you would welcome an informal conversation about the role or about the College more broadly, we would be delighted to hear from you.

Finally, thank you for considering our college and for the commitment that an application entails. Whatever the outcome, I wish you every success in your future career.

With very best wishes,
Ali Kirkman
(Principal Designate)

HR Administrator (two posts)

Permanent, Part-Time, Term time only

32 hours per week to be worked Monday to Friday

Salary: £26,818 per annum FTE (£19,777 per annum pro rata)

NJC Support Staff Pay Spine Point 9

Hills Road Sixth Form College is seeking to recruit two well organised and self-motivated HR Administrators to join the College's HR team. The HR Administrator role is a newly created position within the HR department making this an exciting time to join our well-established team! With a total staff headcount of approximately 500, this will be a busy and varied role, providing administrative support to the HR Officers and an outstanding HR service to the College.

In return, we offer great team-work and a varied workload, an attractive salary, generous pension scheme, free use of our on-site sports centre, including a newly refurbished gymnasium, wellbeing activities, discounts on all our Adult Education courses, free onsite parking, cycle to work scheme and a commitment to supporting your ongoing professional development.

The HR Administrator role will predominantly be an onsite position based on the College site in Cambridge, with the possibility of up to one day hybrid working per week upon the successful completion of the college probationary period. The two HR administrators will provide operational coverage across the HR operating hours of 8am - 4.30pm.

Recently rated 'Outstanding' again by Ofsted, Hills Road Sixth Form College continues to enjoy a strong national reputation for excellence in education. In part, this is because we continually review and refine our practices to enhance the experiences of our students and staff, for example, through our collaborative evidence-based approach to professional development. We also appreciate that academic success requires a happy, healthy and caring community, so our coaching culture ensures that the wellbeing of our students and staff is at the heart of all we do.

Closing date: Thursday 13th August 2026 at 9.00am

Interviews: Wednesday 19th August 2026

Details and an application form for the above post may be obtained from our website www.hillsroad.ac.uk

The college is committed to safeguarding and promoting the welfare of its students and staff and expects all members of the college community, volunteers and visitors to share this commitment. The college actively promotes equality and diversity and welcomes applications from all sections of the community.

Information for applicants

The Post

The HR Administrator role is a newly created position within our HR Departmental structure here at Hills Road Sixth Form College, which also includes two HR Officers and the Director of HR. As the College continues to prosper and grow, so too does the need to provide first class HR administrative support to all of our staff and stakeholders.

Each HR Administrator will provide direct HR administrative support to the HR Officer that they report into. Key activities will include assisting with a range of tasks such as supporting the recruitment and selection process, arranging interviews, completing pre-employment checks and coordinating onboarding of new staff.

The HR Administrator will also provide administrative support for the HR Department in general. Key responsibilities will include ensuring that the Single Central Record (SCR) is always up to date and maintained, supporting the completion of Workforce Surveys, following up with staff to support mandatory training completion, and ensuring our HR digital tools and platforms are up to date and maintained.

The HR Department has been prioritising digitalisation of HR processes in recent years, taking the opportunity to maximise our efficiency in a rapidly evolving digital world. We are, therefore, seeking interest from candidates who share this passion and have the skills and aptitude to support the department's progress.

If you believe that you have the skills and experience required to be successful in this post, we very much look forward to receiving your completed application form.

Kind regards,

Chris Lovisa
Director of Human Resources

clovisa@hillsroad.ac.uk

Job Description

HR Administrator

Purpose: To provide professional HR administrative assistance to the HR Department, supporting our HR Officers and the Director of Human Resources. To show initiative and share innovative ideas and digital knowledge to support HR efficiency and growth. To be responsible for being part of a team delivering an outstanding Human Resources service to our college community, in line with our college values, ethos and culture.

Reports to: HR Officer

Main accountabilities:

- To assist the HR Officers with a range of administrative tasks including the recruitment and selection process, arranging candidate interviews, supporting interview day preparation, requesting references and facilitating pre-employment checks
- To act as first point resolution for internal and external queries related to HR, responding as appropriate via telephone, email or other digital correspondence
- To maintain oversight of staff training completion packages across our iHasco suite, following up with staff as per our college process to ensure that mandatory training compliance is assured
- To oversee and maintain the Single Central Record (SCR) ensuring that it is always accurate and fully compliant with KCSIE requirements
- To be responsible for ensuring that HR onboarding and offboarding tools are always accurately maintained to the highest standards
- To take responsibility for ensuring that the HR digital calendar is up to date with all key HR dates embedded
- To support the Director of Human Resources in the completion of the annual workforce surveys
- To act as a notetaker for meetings involving the Director of HR or other HR Staff, or to support HR processes where an accurate record of conversation is required
- To ensure that all digital personnel files and HR records are well maintained and kept fully up to date in compliance with our duties under the Data Protection Act 2018 and KCSIE
- To act as a HR caseworker for staff absence and support cases
- To maintain accurate digital staff sickness absence and leave records on the EPM system, including monitoring of patterns and absence policy triggers, and

to follow up with line managers to ensure that return to work meetings are completed

- To share innovative recommendations for digital delivery, to include the use of AI assisted tools that will support HR efficiency and growth
- To oversee the booking of Staff continuous professional development (CPD) opportunities assisting with any queries and liaising with the relevant member of the College's Senior Leadership team (College Strategy Team, or CST)
- To ensure that the confidentiality of secure HR information is maintained at all times
- To be aware of the latest updates relating to HR legislation and employment law as shared by the Director of HR
- To undertake any other duties that may arise that are within the scope of the post
- To promote equality of opportunity in accordance with the College's Equality and Diversity Scheme
- To comply with all College policies and procedures, this includes those where each member of staff has an individual duty to act and for which the College can be held vicariously responsible for the actions of its employees:
 - o Equality and diversity
 - o Safeguarding and the welfare of young people
 - o Health and Safety

Person Specification

	Essential	Desirable
Qualifications and training	- GCSE English and Maths Grade C or above, or equivalent - A Level qualifications, or equivalent	- CIPD Level 3 - Degree or equivalent qualification - Safer Recruitment trained
Experience	- At least two years office-based administration experience - Considerable experience of working with Microsoft Office packages. - Excellent digital skills across the Microsoft Suite, particularly excel	- Experience (1 - 3 years) in delivering HR Generalist services - In depth, up-to-date legislative knowledge regarding employment issues - Experience with AI assisted tools in the workplace - Experience of working in the education sector and/or experience of safer recruitment requirements - Experience of improving HR procedures, systems and managing change

In addition, the successful candidate will demonstrate, or have potential to develop, strengths in the following areas.

Skills and personal attributes	- Flexibility, adaptability and creativity - Excellent interpersonal skills and empathy with people - Ability to gain the respect and confidence of current and prospective colleagues - Excellent written communication - Emotional resilience in working with challenging situations - Positive attitude to maintaining high standards - Personal integrity, discretion and an ability to maintain confidentiality - Readiness and enthusiasm for taking initiative - Commitment to providing outstanding professional HR services to colleagues - Energy and commitment
Personal and professional conduct	- Commitment to equality of opportunity - Commitment to collaborate teamwork - Confident and effective use of information leaving technology, including tracking and monitoring software - Willingness to undertake appropriate staff development - Commitment to safeguarding and the welfare of young people - To adhere to the College values, ethos and culture

Organisation	• Ability to work independently, manage own workload, prioritise and to use initiative. • Willingness to work with established workflows and processes, and confident to suggest and implement improvements. • Understanding the importance of agreed deadlines and shared workload, and the ability to communicate openly about progress.
Disposition and approach	• Commitment to a collaborative approach to working with colleagues. • A calm, focused approach to workload, even under pressure. • The willingness to communicate issues or challenges openly and honestly. • The ability to bring a solutions-based outlook to problems and challenges. • The understanding that confidential and sensitive matters must be dealt with empathetically and discreetly. • A highly developed sense of personal responsibility and a willingness to reflect and re-assess when necessary.
Focus on quality	• Commitment to continuous improvement and willingness to attend appropriate training and development events. • Commitment to the aims and values of the College Strategic Plan. Commitment to high standards of work with strong attention to detail. • Commitment to achieving consistency and accuracy in all written work with internal and external stakeholders • An advocate for digital innovation and delivery • Commitment to the aim of the College to achieve Quality and Value for Money in all aspects of its work

How to Apply

Applicants are asked to do the following:

- complete the online [Hills Road Sixth Form College application form \(Part 1\)](#)
- complete the online [equality and diversity monitoring form \(Part 2\)](#)
- write a supporting statement of application (no more than 1,000 words)
- supply a brief CV

The online application forms (Parts 1 and 2) are available on the College's webpage for this vacancy. When completing Part 1, you will have the opportunity to upload your CV and provide a Supporting Statement of Application. Once you have submitted Part 1, you should then proceed to Part 2 (Equality and Diversity Monitoring form). All documents should be submitted by 9am on Thursday 13th August.

Please note that applications received after the closing date may not be eligible for consideration. If Human Resources have not contacted you by Tuesday 18th August 2026, then unfortunately your application has not been successful.

Interviews will be held on Wednesday 19th August 2026.

Hills Road Sixth Form College will base its decision as to whether to invite you for interview solely on the details provided on your application and how well they match the criteria for this post.

In accordance with Home Office guidance, successful candidates will be required to evidence their right to work in the UK before commencement of employment. The successful candidate therefore must be able to demonstrate their right to work during the recruitment process.

Hills Road Sixth Form College is committed to ensuring equal opportunities in all aspects of employment and selects staff on merit, irrespective of race, religion, sex, disability or age. You are not obliged to complete the equal opportunities monitoring form, but any information given will help us to monitor the effectiveness of our equality and diversity policy.

If you have a disability, you are invited to request any special arrangements you may require for interview, or any adjustments you may anticipate would be needed in your working arrangements, by contacting the Human Resources Team on 01223 278063 (direct line). Further information about accessibility to the site can be found on our website under 'Equality and Diversity/Site Plan' and also from 'AccessAble: www.accessable.co.uk.

Thank you for your interest in this post and in the college. We do hope that you will decide to apply, and we should like to thank you in advance for taking the time and trouble to do so. For more information about working life at the college, please go to our website <http://www.hillsroad.ac.uk>



**Shaping the
future through
opportunity,
quality and
achievement**

**Supported
by a caring
and learning
community.**