



ST. CATHERINE'S COLLEGE

A CHURCH OF ENGLAND ACADEMY



HR & Cover Assistant

37 hours per week - school term time + 1 week - Single Status Grade 7





Thank you for your interest in joining our team at St Catherine's College.

We are delighted to have the opportunity to share the information for this role with you. We invite you to take a moment to explore our website at www.stcatherines.college, to find out more about us. We hope you find these resources helpful, as you consider this exciting opportunity.

St Catherine's College is situated on the sunshine coast, beautifully set between miles of unspoilt coastline, part of the South Downs National Park, Beachy Head and 1066 country. Eastbourne is a wonderful place to live and work.

As a Church of England Academy and part of the Diocese of Chichester Academy Trust, we are unique in East Sussex. We are committed to putting our students at the heart of everything we do. We believe that by emphasising high standards and firm boundaries, all underpinned by our Christian vision and values, we create a safe and nurturing environment where students can thrive.

St Catherine's College prides itself on forging strong relationships with families, students and staff alike. We are always hugely oversubscribed as a result of the high standards and values we promote.



At St Catherine's College, we take great pride in our talented and highly motivated staff and students. Our team works tirelessly to provide the best possible learning experience, and we value the unique contributions of every member of our community.

We provide a welcoming and supportive environment for staff where we actively promote opportunities for personalised CPD. All our staff are precious to us; their health and wellbeing is of paramount importance and therefore we offer a highly subsidised membership to Benenden Private Medical Healthcare.

Our vision is to prepare our students to excel locally, nationally, and globally, to become independent learners and responsible citizens, and to embrace the challenges of an ever-changing world. We believe that education is not only about academic excellence, but also about nurturing the values, attitudes, and behaviours that enable individuals to learn to live together in a supportive, accepting, and compassionate manner.

We strive to empower every student, regardless of their background, to become an active participant in shaping their community and society. By focusing on life skills such as communication, collaboration, and self-motivation, we equip our students with the tools they need to become confident, aspirational, and resilient individuals.

We are delighted that you are considering applying for this post. We look forward to working together to enable our students to excel and flourish in their secondary education and beyond. As Jesus said, **‘I have come that you may have life, and have it to the full’ (John 10 v10b)**. We believe that by working together, we can help our students achieve their fullest potential.



Staff “set very high standards for students’ behaviour. Students respect these expectations. As a result, behaviour is good in this school and classrooms are calm and purposeful.” *Ofsted*

“There is powerful team camaraderie present in this school. Staff work very well together to help students fulfil their potential.” *Ofsted*

Preparing students to stand shoulder to shoulder with their peers: locally, nationally and globally.

The Post

We are seeking to appoint a highly organized, personable and professional **HR and Cover Assistant** to join St Catherine's College from the autumn term.

Working closely with the Head of Personnel, the successful candidate will play a key role in supporting both the Human Resources and Cover functions, helping to ensure the smooth day-to-day operation of the College. This is a varied and rewarding role that combines HR administration with the coordination of staff cover, making it ideal for someone who enjoys working in a fast-paced environment where no two days are the same.

The successful applicant will possess excellent administrative and organizational skills, with the ability to manage competing priorities while maintaining attention to detail. They will demonstrate discretion and professionalism at all times, handling confidential information with sensitivity and integrity. The ability to follow established procedures accurately and work effectively under pressure is essential. Previous experience in HR administration, staff cover, or working within a school environment would be advantageous but is not essential.

This is a permanent position, working for 37 hours per week. You will work school term time plus one additional week in the school summer holidays to support the processing of August payroll and general HR requirements.

The working hours are Monday to Friday 7.30am to 3.30pm with a 35 minute unpaid lunch break.

It is a requirement for this post holder to start work at 7.30am each day to administer cover for the school day ahead.

Salary: Local Government Single Status Grade 7

Scale point 18, £28,720 - Scale Point 19, £29,398 pa pro rata

Actual salary: £26,086

(pay award pending)

The Benefits of Working at St Catherine's College Include:

- Local Government Pension Scheme
- A friendly, supportive and caring staff team
- Very well-behaved students who are ambitious, hardworking, resilient, and responsible
- Highly visible, supportive senior leaders
- Professional development opportunities to enhance your skills and advance your career
- Free membership to Benenden Private Medical Healthcare
- A fabulous, sociable staff room with complimentary tea and coffee
- Free flu vaccine
- A café that serves at breakfast, break and lunch, using freshly sourced ingredients
- Free parking
- Opportunity to make a meaningful difference in the lives of students and families in our community

Our distinctive Christian ethos underpins everything we do and creates a culture in which both students and staff are encouraged to flourish.

"Students and adults thrive in this caring community that celebrates love at its core." (Inspection 2023)

"As a result of the rigorous routines used across the college, students are ready to learn and swiftly engage in lessons. This ensures that the atmosphere throughout the college in lessons and social time is calm, purposeful, warm and inclusive." (SIAMS Inspection 2024)

Job Description

Post: HR and Cover Assistant

Grade: Single Status Grade 7

Responsible to: Head of Personnel

Job Summary:

The HR and Cover Assistant provides comprehensive administrative support across the College's Human Resources and Cover functions. The postholder will ensure the effective coordination of staff cover, maintain accurate HR and absence records, support recruitment and payroll administration, and contribute to compliance with employment legislation and safeguarding requirements. The role also deputises for the Head of Personnel for two days each week, ensuring continuity of service across the HR function.

Key Responsibilities

1. Cover Management

- Coordinate lesson cover for planned absences, preparing cover arrangements as far in advance as possible.
- Arrange and manage cover for unplanned staff absences on the day.
- Deputise for the Head of Personnel in their capacity as Cover Manager for two days each week, taking responsibility for all cover arrangements, resolving cover-related issues, and overseeing the cover team.
- Ensure duty cover arrangements are in place for absent colleagues.
- Keep the Head of Personnel informed of staff absences and emerging cover requirements.
- Coordinate room changes required for examination periods, moderation, taster days and other College events.
- Produce and maintain cover statistics and reports.

2. Staff Absence Administration

- Record and maintain annual leave requests.
- Record and monitor staff sickness absence using Arbor and Civica systems.
- Prepare and issue Return to Work documentation following periods of absence and monitor its completion and return.
- Track staff absence against the College's absence management procedures and advise the Head of Personnel of trigger points or required actions.

3. Human Resources Administration

Provide administrative support across all areas of the HR function, including but not limited to:

- Maintaining accurate personnel files, both paper and electronic.
- Filing, scanning, photocopying and electronic document management.
- Obtaining employment references.
- Supporting recruitment and selection processes.
- Assisting with the induction and onboarding of new employees.
- Supporting offboarding and leaver processes.

Key Responsibilities

- Prepare employment contracts, offer letters, variation letters and other employment documentation.
- Maintaining the HR database and employee records.
- Provide administrative support for disciplinary, grievance and capability procedures, including preparing meeting documentation and taking notes when required.
- Assist with workforce census returns and other statutory reporting requirements.
- Acting as the first point of contact for staff HR queries during the Head of Personnel's non working days.

4. Payroll Administration

- Prepare and submit payroll information accurately and within required deadlines, including:
 - New starters
 - Contract amendments
 - Absence information
 - Leavers
 - Processing pay claims
- Liaise with payroll provider and resolve queries promptly.
- Assist with pension administration for LGPS and Teachers' Pension Scheme where applicable.
- Support the administration of employee benefits and salary sacrifice schemes.

5. Compliance and Safeguarding

- Maintain the College's Single Central Record (SCR) in accordance with statutory guidance.
- Monitor mandatory training and compliance records.
- Support safeguarding-related employment checks and safer recruitment practices.
- Ensure HR processes comply with current employment legislation, safeguarding requirements and College policies and procedures.
- Conduct, record and monitor pre employment checks, including DBS applications and right to work documentation.
- Maintain recruitment records in line with Keeping Children Safe in Education (KCSIE) requirements.

6. General Responsibilities

- Maintain confidentiality and handle sensitive information with discretion at all times.
- Work collaboratively with colleagues across the College to provide a high-quality HR and administrative service.
- Contribute to the continuous improvement of HR systems and processes.
- Undertake any other duties commensurate with the grade of the post, as reasonably requested by the Head of Personnel or senior leadership.

Person Specification

Attributes	Essential	Desirable
Qualifications and Training	- GCSE English and Mathematics (Grade C/4 or above) or equivalent - Relevant administrative qualification or equivalent experience	
Knowledge and Understanding	- Understanding of confidentiality and data protection - Knowledge of effective administrative procedures - Awareness of safeguarding responsibilities	- Understanding of employment legislation - Knowledge of safer recruitment practices - Familiarity with Local Government Pension Scheme and Teachers' Pension Scheme administration
Experience	- Experience of administrative work in a busy office environment - Experience of maintaining accurate records - Experience of handling confidential information - Proficient in Microsoft Office 365	- Experience working within HR - Experience in a school or education setting - Knowledge of HR systems such as Civica, Arbor or similar - Experience of payroll administration - Experience of Cover
Skills and Abilities	- Excellent communication and interpersonal skills, with the ability to collaborate effectively with diverse stakeholders - Strong attention to detail - Build and maintain relationships with staff - Ability to develop efficient record keeping systems - Ability to prioritise workloads and meet deadlines - Ability to work independently and as part of a team - Professional and approachable manner - High level of discretion and integrity - Good health and attendance record - To positively promote the College's aims and ethos	

Your Application

Completed application forms and letters of application should be sent directly to the college addressed to swindsor@stcatherines.college

The closing date for this post is 12 noon on **Tuesday 15 September 2026**.

Please note that we reserve the right to consider applications as they arrive.

Please use the standard application form accompanied by a letter of application. We are unable to consider CVs in place of application forms unless you are a person with a disability and a CV is the most convenient method of applying. In your letter of application, you should clearly address the relevant sections of the Person Specification for this post and may find it helpful to use headings.

St Catherine's College is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The aims of our Safer Recruitment procedures are to help deter, reject, or identify people who might abuse children or are otherwise unsuited to working with them. An enhanced DBS check is required for all successful applicants. Prohibition and overseas checks will also be completed if necessary.

For more information about this position, to organise a tour of the College or to have a confidential discussion about the role, please contact Sandie Windsor, Head of Personnel, on 01323 465469.

