



Information Pack

Position: HR Officer

NJC Pay Scale 6 (£28,485 - £29,940 actual)

Closing Date: 23rd October 2026

Interview Date: w/c 26th October 2026

Hove Park School
"Together We Achieve"

Dear Colleague,

I am delighted that you are considering joining Hove Park School and Sixth Form. At Hove Park, we believe that our school is a place where a community develops and thrives; a place where we come together to support each other to achieve. This is an exciting opportunity to join the school in improving the outcomes and wellbeing of our students. At Hove Park School, there is a strong community ethos underpinned by positive relationships. Ofsted visited us in January 2026 and were hugely complimentary about our inclusive culture, acknowledging that our school is a place where every student is made to feel valued. They praised the exemplary behaviour of our pupils and were pleased to see that our students are achieving in line with national data, ensuring they are well-prepared and ready for their next steps.

Please take time to read this application pack and explore our website (www.hovepark.org.uk) to get a feel for Hove Park School and its community. If you have the passion and ambition to help the school make a difference in this role and feel you are a good fit, please consider applying.

To apply, please submit a completed support staff application form to recruitment@hovepark.org.uk. Applications for this vacancy must be received by **3:00pm on Friday 23rd October 2026**. Please note that the school cannot accept CVs and that Hove Park School is committed to promoting the safeguarding and welfare of our students. We also expect all staff and volunteers to share this commitment.

Yours faithfully,



Jim Roberts
Headteacher

Post Title:	HR Officer
Salary & Grade	£28,485 - £29,940 (Actual, NJC Scale 6 (SP 19-22) – dependent on experience
Contract Type	Full time, term time plus 1 week
Contract Term	Permanent
Contract Hours	8.30 am – 4.30pm, 37 hours per week (30 min unpaid break per day), 46.2 paid weeks per year
Commencing	December 2026

Hove Park School and Sixth Form is an ambitious and innovative place to work. We strive to help young people enjoy successful lives by giving them an inspirational, academic and enriching education, with a strong emphasis on independent learning and harnessing new technology.

We are recruiting an HR Officer to join our dedicated support team. The post holder will be responsible the day to day administration of the HR processes within the school and be the first point of contact for staff HR queries within the school.

The school offers access to the Local Government Pension Scheme (LGPS), along with training opportunities for career progression and is term time only to suit family commitments.

Information about this post and an application form can be downloaded from our website: www.hovepark.brighton-hove.sch.uk/vacancies

Please return your completed application form to recruitment@hovepark.org.uk . We are unable to accept CVs or expressions of interest.

Hove Park School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.

Hove Park School celebrates diversity and welcomes applications from all areas of our community as we aim to have a staff body that is representative of our socially, culturally and ethnically diverse student population.

Deadline for applications: Friday 23rd October 2026

Interview Date: w/c 26th October 2026

Job Description

Job Title:	HR and Payroll Officer
Reports to:	School Business Manager
Section:	Hove Park School

Purpose of the Job

Deliver an efficient and supportive HR, recruitment and payroll service for all staff and prospective employees of Hove Park School. .

Principal Accountabilities

1. Take a lead role in the preparation of payroll data, and associated correspondence, for processing by an external payroll provider
2. In conjunction with Senior Leaders, manage and provide administrative support for recruitment processes in the school. This includes placing adverts; liaising with internal and external partners; providing a point of contact for prospective candidates; overseeing DBS checks.
3. Liaise between managers/teaching staff and support staff; organise and where appropriate undertake recruitment/induction/training/mentoring for staff, specifically regarding employment-related policies.

Administration

1. Take a lead role in the development and maintenance of manual and computerised records/management information systems related to the Human Resources role at the school.
2. Ensure that all administration activities are carried out in accordance with school and local authority policy and procedures.
3. Provide detailed analysis and evaluation of data and produce reports / information as required related to the Human Resources role of the school.
4. Maintain confidential records related to the Human Resources role, Produce and respond to reports related to employment systems within the school such as the Disciplinary, Grievance, Capability and Absence Management systems.

5. Provide initial advisory support to other staff with regard to the Human Resources role.
6. Provide information to Governors' meetings, in particular the Pay and Human Resources Committees.
7. Manage complex administration procedures, e.g. Absence, Performance Management, SIMS, Payroll.
8. Responsible for completion and submission of complex forms, returns etc, including those to outside agencies, e.g. DfES, Brighton & Hove City Council.
9. Manage the administration of Payroll systems within the school ensuring that all individual data on the system is up-to-date and reconciled with FMS and Authority Financials.

Resources

1. Responsible for the selection and management of resources related to the Human Resources environment within the school.
2. Take a lead role in maintaining the recruitment cycle for teaching and support staff and in managing associated employment procedures.
3. Provide advice and guidance to staff and others on initial / first tier Human Resources issues.
4. Undertake research and obtain information to inform decisions related to the Human Resources environment of the school.
5. Oversee ordering procedures and purchasing of supplies/materials/services for the HR and payroll area, ensuring the School's best-value policy is maintained.
6. Responsible for many aspects of Health & Safety management in the Human Resources area, such as First Aider Roster, staff welfare and wellbeing.

Responsibilities

1. Comply with and assist in the development of related policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Be aware of and support difference and equal opportunities for all.
3. Contribute to the overall ethos/work/aims of the school.
4. Develop constructive relationships and communicate with other agencies/professionals.

5. Share expertise and skills with others.
6. Attend and participate in regular meetings.
7. Participate in training and other learning activities and performance development as required.
8. Recognise own strengths and areas of expertise and use these to advise and support others.

General Accountabilities

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Person Specification

Job Title:	HR and Payroll Officer
Reports to:	School Business Manager
Section:	Hove Park School

Essential Criteria

Job Related Education, Qualifications and Knowledge	• NVQ Level 4 or equivalent qualification or experience in relevant discipline. • Good knowledge and understanding of relevant ICT packages, including the school's specialist software/equipment/resources. • Full working knowledge and understanding of range of relevant policies/codes of practice and awareness of relevant legislation.
Experience	• Several years demonstrable experience of working in an office environment at a senior level.
Skills and Abilities	• Excellent literacy skills to undertake a variety of tasks e.g. contributing to the development and review of relevant school policies and procedures, personnel records, applying for government funding. • Skilled in the use of specialist equipment/resources. • Able to relate well to children and adults, including Governors, often on behalf of the Head Teacher e.g. dealing with visitors, passing information/messages to other staff, providing advice. • Able to provide advice and guidance to senior staff/Head Teacher/Governors on technical and specialist Human Resources information and influence school policy on such matters. • Some need to use analytical, judgemental, creative and developmental skills, e.g. when setting up appropriate systems and producing human resources information for line managers/outside agencies. • Able to demonstrate sensitivity, diplomacy and tact particularly when dealing with the more sensitive issues. • Able to maintain confidentiality. • Able to work accurately and with attention to detail. • Alertness and concentration e.g. producing human resource reports and forecasts, presenting information. • Able to undertake short term planning, e.g. managing own workload, ensuring deadlines are met, • Able to undertake medium term planning e.g. for recruitment and selection. • Able to manage own workload ensure human resource / recruitment / payroll deadlines are met through the completion and return of necessary documents. • Able to identify potential difficulties/issues, analyse them and make recommendations. • Able to negotiate and attempt to influence others, including external agencies, e.g. Brighton & Hove City Council • Able to prepare reports for Head Teacher/Governors. • Able to prepare a range of human resources information/documents, including those for external agencies.

	• Able to present information at meetings for budgetary decision. • Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these. • Able to self evaluate learning needs and actively seek learning opportunities. • Able to plan and develop systems.
Equalities	• To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.
Other Requirements	

Our Values and Ethos at Hove Park School and Sixth Form



A school is more than just a place where students come to learn. It is also a place where a community develops and thrives. It is a place where we come together to support each other achieve whether it is in the classroom learning, on the sports field competing or on the stage performing, we know that success comes from us all working together.

Student progress will always remain a key priority because outcomes so often dictate future pathways and opportunities for young people. Having been again judged by Ofsted as a 'good' school, we continue to reflect on the structures and routines that we expect to see in every lesson. Exploring the ways we teach to ensure we drive improvement and our ambition to be 'outstanding' at the next inspection.

Our early adoption of a digital device for every child has provided significant opportunities to innovate and explore digital pedagogy - both at Hove Park but also within our community and beyond. Our Wellbeing at School award demonstrates an ethos focused on ensuring all students feel cared for and supported throughout their time with us.

Our curriculum has been planned and developed to provide a whole education for all students. When we describe our curriculum we are not just talking about the sequencing of lessons and subjects across the Key Stages but also the half-termly curriculum enrichment days and extra-curricular provision that together enrich and broaden a student's time at Hove Park. A learning journey that provides a traditional foundation at Key Stage 3 from which students can build on individual strengths. We are ambitious for all our students and expect them, where appropriate to retain a breadth to their studies through the study of EBACC subjects and the use of our Project days.

The final part of my vision for our school relates very much about the school experience each and every student will have. It is about identifying the skills, values and attributes that we believe students should develop during their time with us and the things they will see, hear, try and explore at KS3, KS4 and KS5.

It is an exciting time to be part of Hove Park School as we continue to shape our future and the way we support all students to grow and achieve.