



JOB PROFILE
HR ASSISTANT

Lucky
HOUSE SCHOOL

WELCOME



Thank you for the interest you have shown in joining Luckley House School as HR Assistant.

Luckley House is a warm and welcoming boarding and day school. We are a community, small enough at 370 pupils for everyone to be seen, valued and counted but large enough to provide a wide variety of academic, sport and creative opportunities.

Our uniqueness lies in the combination of our size, Christian ethos and flexibility to meet the needs of individual pupils and their families. We provide a distinctly academic education that is tailored to the individual needs of each pupil. This is offered in the context of a broad curriculum which celebrates the arts and sports as much as academic achievement.

We are seeking an organised, professional, and self-motivated HR Assistant to provide high-quality HR support across the School.

This role reports directly to the Director of HR and is well suited to someone with strong administrative skills who is interested in developing a career in HR.

The ideal candidate will have excellent written and oral communication skills and meticulous attention to detail. They will be highly organised and efficient and be able to work to tight deadlines. Previous experience in an administrative or office-based role is essential (preferably in HR). The ability to handle sensitive information with discretion and maintain confidentiality are also essential.

I am delighted that you are considering applying for this role and hope that you feel inspired to submit an application.

I look forward to hearing from you.

Mrs Claire Gilding-Brant
Head



ABOUT LUCKLEY HOUSE

Luckley House is a co-educational, independent day and boarding school for pupils aged from 11 to 18 years. Situated on the southern outskirts of Wokingham, Berkshire, Luckley House is set in 20 acres of landscaped lawns and majestic woodland. The School has a Christian ethos with a mission and values which flow from this.



The mission of the School is to provide an outstanding education for boys and girls characterised by academic excellence, a rich and diverse range of opportunities, aspiration and enthusiasm for life and generosity of spirit. The School has strong traditions in music, drama, art, debating, community outreach and sport, and there are many cocurricular activities open to pupils to help them develop their talents to reach the highest possible standards.

Luckley House was formed in 1959 through the merger of two girls' schools: Luckley School, founded in 1918 on the current site, and Oakfield House, established in the Lake District in 1895. The School adopted the name Luckley House School in 2013, and in 2015 began admitting boys for the first time. Over the past decade, student numbers have grown by over 75%, with boys now comprising half of the student body. Currently, the School has around 370 students and has been given approval to expand to 420.

The School is committed to inclusivity, welcoming pupils from all faiths and backgrounds, which enriches the community and prepares students for the diversity of the modern world. Most students live within a 15-mile radius of the School, with many joining in Years 7, 9, and the Sixth Form from both independent and maintained schools. There are 40 boarding places available, with between 35 and 40 students boarding on weeknights, approximately half of whom are from abroad or are weekly boarders.

Luckley House offers a highly personalized academic experience, tailoring its education to the individual needs of each pupil.

The academic results at both GCSE and A Level consistently exceed national averages, and the majority of students secure places at their first-choice universities.



THE ROLE

JOB TITLE: HR Assistant

JOB PURPOSE: To contribute to the School's core values and aims by providing a comprehensive administrative and operational support to the Human Resources function, ensuring effective recruitment, onboarding, staff administration, compliance with safer recruitment requirements and the smooth day-to-day running of HR processes across the School.

ACCOUNTABILITY: To the Director of HR

TO START: March 2026

TERMS: Permanent, full time

HOURS: 35 hours per week
08:30-16:30 Monday to Friday
(1 hour unpaid lunch break)
52 weeks per year.

(There may be some flexibility for reduced hours in the holidays.)

SALARY: Competitive, depending on qualifications and experience.

CLOSING DATE: 18 February 2026 (noon)

(Early applications are advised as we reserve the right to interview and appoint before the closing date.)

KEY RESPONSIBILITIES

Recruitment and Selection Support

1. Provide administrative support throughout the recruitment lifecycle, including drafting job descriptions, person specifications, adverts and job profiles.
2. Coordinate advertising of vacancies through external agencies, online platforms and the School website.
3. Liaise with recruitment agencies, Marketing and external advertising providers as required.
4. Track applications, prepare shortlisting and interview documentation and manage candidate communications.
5. Organise and coordinate interview schedules, rooms, IT and catering arrangements.
6. Support interview days, including candidate reception, identity and qualification checks.
7. Conduct pre-employment checks such as references and online searches.

Onboarding and Induction

1. Coordinate onboarding for new starters, issuing joining instructions and ensuring completion of all pre-employment and safer recruitment checks.
2. Administer DBS checks, right to work checks, overseas police clearances and mandatory training requirements.
3. Liaise with IT, Marketing and the School Secretary to arrange system access, equipment, badges, photographs and induction arrangements.
4. Prepare induction packs, staff biographies and schedule IT induction sessions.
5. Assist with the planning and delivery of staff induction days.

HR Administration and Records Management

1. Maintain accurate and up-to-date personnel records on SIMS and YouManage, as well as staff training on an Excel matrix.
2. Carry out annual audits of staff records and update staff lists and shared resources.
3. Record and monitor staff absences, producing reports and statistics as required.
4. Support the Director of HR with updates to the Staff Handbook, Candidate Information Pack and induction materials.

Training, Probation and Appraisal

1. Monitor completion of mandatory training and safeguarding briefings, issuing reminders where necessary.
2. Assist with the organisation of internal and external training courses.
3. Track probation periods and support managers to ensure probation reviews are completed.
4. Support the appraisal process for teaching and support staff, including annual updates of job descriptions.

Safeguarding, Compliance and Safer Recruitment

1. Ensure safer recruitment practices are followed for staff, contractors, agency workers, volunteers and peripatetic staff in line with KCSIE.
2. Carry out DBS Update Service checks for exam invigilators and other relevant workers.
3. Provide identification lists and information to the School Office as required.

Leavers and Staff Welfare

1. Co-ordinate leaver processes, including IT access termination and farewell arrangements.
2. Support staff wellbeing initiatives, including

organising cards, gifts, flowers and celebrations for significant events.

- Maintain records of staff milestones and significant birthdays in line with data protection requirements.

General Administrative Support

- Provide confidential administrative support to the Director of HR, including minute-taking.
- Support office cover arrangements, rotas and holiday schedules.
- Assist with examination cover arrangements and daily administrative tasks.
- Support health and safety procedures, including fire safety register checks.
- Undertake photocopying, filing and other administrative duties as required.
- Carry out any other reasonable duties commensurate with the role, skills and experience.



PERSON SPECIFICATION

QUALIFICATIONS

A solid educational background, at least up to A level or equivalent.

CIPD qualification.

SKILLS

Excellent written and oral communication skills.

Highly organised and efficient with the ability to work to tight deadlines.

Proficient in the use of MS Office.

Able to work accurately with meticulous attention to detail.

Able to produce good quality notes and minute meetings.

PERSONAL QUALITIES/DISPOSITION

Able to work well both independently and as part of a team.

A proactive attitude and ability to use own initiative.

Discreet and able to maintain confidentiality.

Professional and welcoming manner and excellent customer service skills.

BACKGROUND/EXPERIENCE

Previous experience in an administrative or office-based role (preferably in HR).

Previous experience using HR systems or databases (or similar admin systems).

Previous experience of working in a school or education setting.

OTHER

A commitment to safeguarding and promoting the welfare of children and young people.

A strong commitment to the principles of equality, diversity, and inclusion.

Empathy with the Christian ethos of the School.

ESSENTIAL DESIRABLE

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STAFF BENEFITS



PLACE OF WORK
Luckley House School,
Wokingham; a historic market
town with vibrant centre and
great transport links



GYM
Free use of the School gym.



**EMPLOYEE ASSISTANCE
PROGRAMME**
Confidential independent
support service for all staff.



PARKING
Free on-site parking.



FEES REMISSION
Fee concession of 25% for all
staff (pro rata if part time).



PENSION SCHEME
Contributory pension scheme
through APTIS with generous
employer's contribution



DEATH IN SERVICE
If an employee dies while in
service, a lump sum of four
times their salary is paid.



**ELECTRIC CHARGING
POINTS**
These are located on-site in
designated parking bays.



STAFF SOCIALS
The School holds a Staff Social
at the end of each term and all
staff are invited to attend.



WELLBEING
The School holds an annual
well-being afternoon.



HEALTH CENTRE
All staff can access the Health
Centre for urgent medical
issues.



FLU VACCINE
All staff are entitled to one
free flu vaccine every year.



**PROFESSIONAL
DEVELOPMENT**
The School has a dedicated
training budget for all staff.



HALF-TERM HERO
Staff can nominate a colleague
for a prize draw at the end of
each half-term



MEALS & SNACKS
Free lunches and
refreshments during term
time.



HOW TO APPLY

For further details please contact HR on 0118 974 3207 or 0118 974 3223 or via email Recruitment@luckleyhouseschool.org

An application form is available on the School's website (www.luckleyhouseschool.org)

Closing date: Wednesday 18 February 2026 (noon)

We reserve the right to interview and appoint before the closing date.



Luckley
HOUSE SCHOOL