



Fairfield Trust Job Description and Person Specification

Job title: HR Admin Support	
Work base: Fairfield College, Dilton Marsh	Team: HR & Workforce
Hours of work: Monday - Friday 20 - 25 hours per week (hours can be negotiated) Term Time Only + some flexibility to work during college holiday periods to meet business need	Salary: £14,649.00 per annum (based on 25 hours per week TTO +2 weeks in college holiday periods)

Safeguarding

Fairfield Trust is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of young people gives cause for concern, Fairfield Trust agreed child and adult protection procedures will be followed.

All posts involving direct contact with young people, children and vulnerable groups are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exception Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Ministry of Justice website](#)

For all roles that involve regulated activity, a DBS check will be required before appointment is confirmed

Job context and purpose

Fairfield Trust is a local independent Charity, the core business areas are: an independent specialist college for young people with additional needs; residential and independence services, a pub and an animal park.

The Trust's mission is: **To enable young people to live and work without barriers**

Our 5 agreed values are:

Teamwork: We hold ourselves and each other to account, and are better when we work together

Compassion: We act with trust, honesty and kindness in everything we do

Inclusion: We treat each other fairly and with respect

Innovation: We encourage thoughtful, creative and aspirational ideas

Pride: We encourage each other to be proud of who we are and what we do

An exciting opportunity has arisen to join our small HR Team, based at Fairfield College in Dilton Marsh. The HR Admin Support role is key to the smooth day to day running of the HR function across the Trust. The successful candidate will ideally have experience of Human Resources processes, including safer recruitment, staff training and staff absence management. You will work closely with the Head of HR and the HR Officer, along with other Trust leaders and managers, to support on a wide range of employment related issues. You will have excellent IT and organisational skills along with a keen eye for detail and you will be an effective communicator with a friendly manner. You will record and monitor staff absence on the HR MIS system and you will update and maintain accurate HR records while supporting managers with day-to-day HR matters, maintaining confidentiality at all times.



The successful candidate will support with arranging interview days, being the first point of contact for candidates and interviewing managers. This role is key in the safe recruitment and induction of new staff and the postholder will carry out identity checks on interview days while ensuring that the process runs smoothly.

Whilst experience in HR would be advantageous, it is not essential as full training will be given and we can consider offering a credible HR qualification via an apprenticeship scheme.

The successful candidate will be organised, with a keen eye for detail and the ability to work independently, prioritising workload to ensure an efficient support of the HR function. The post reports directly to the Head of HR but the postholder will work directly with other members of the Trust management team supporting the wider workforce across all areas of the business with HR related matters.

This is a term time only post and there is an expectation that you will be available to work flexibly for at least 2 weeks (number of weeks can be negotiated) during college holiday periods, with at least 1 additional week to be worked during the college summer holidays. There is flexibility with working days during closure periods.

Fairfield Trust is an independent education provider and as such, it can be usual to have around 2 weeks additional leave over the summer (compared to most Wiltshire schools).

The postholder will be required to undertake mandatory safeguarding training courses and a DBS application at the relevant level prior to starting in post.

Main duties

- Answer and manage telephone calls, visitors and enquiries to the HR Office, being the first point of contact for the HR Team
- Participate in the recruitment and induction of staff and volunteers, following safer recruitment procedures at all times and retaining appropriate records
- Update and maintain HR records, ensuring the highest levels of accuracy
- Support with recruitment days, booking rooms and communicating with candidates. Work closely with managers to prepare interview schedules and interview questions in line with safer recruitment requirements
- Request references, following up with phone calls where required and carry out online checks, maintaining accurate records of such checks to ensure compliance
- Manage the jobs@ffc.ac.uk inbox
- Collate and acknowledge completed job applications ensuring all application forms are completed in full, chasing any missing information where required and communicating effectively with candidates
- Support the Head of HR and other managers throughout the college with HR matters such as disciplinary/grievance etc. ensuring that a high-performance culture pervades the organisation and underpins the values of the organisation
- Support with the maintenance of an effective HR information system maintaining accurate training and other HR related records, ensuring signatures are obtained where required
- Book and co-ordinate staff training courses as directed and maintain accurate staff training and development records



- Monitor compulsory staff training records to include DSL/safer recruitment/first aid/food hygiene and allergens, communicate with staff and arrange relevant courses to ensure compliance at all times and inspection ready
- Participate in auditing/scanning staff electronic files to ensure inspection ready
- Support managers with arranging staff training days to include co-ordinating and arranging commercial staff training days
- Support the HR Team with staff related record keeping, preparing papers for meetings, booking appointments and taking notes of meetings
- Maintain accurate staff absence records, chasing any missing information where required
- Support managers with the completion of return-to-work interviews, 1:1s, Yearly Reviews and staff sickness review meetings
- Arrange flexible working meetings, ensuring process deadlines are met
- Support the Head of HR and other managers to ensure that requirements of funding and inspection bodies are met, including supporting with statutory returns
- Work with the Head of HR and other managers to ensure that staff receive relevant and accurate information relating to their employment
- Oversee Corporate Eyecare Scheme
- Any other duties which may reasonably be requested

Supervision/management of people

Not applicable

Contacts and relationships

The post holder will:

- Report directly to the Head of HR
- Receive day to day supervision from the Head of HR

What we offer - Employee Benefits

- There is a pension scheme available for eligible staff
- Free entry to Fairfield Animal Centre for 2 adults & 2 children
- 10% discount at The Weavers pub
- Discounted staff lunches in the Student Canteen (College Site)
- Corporate Eye Care Scheme
- Training & Development opportunities

Information technology

Daily use of computers that require excellent IT skills and will include using, Database, Word, Excel and web-based software.



Financial responsibility

Always ensure effective use of resources and value for money is secured for the Trust.

Health and Safety

To be responsible for your own health and safety and that of anyone else who may be affected by your acts or omissions.

Equality and Diversity

You are required neither to discriminate against, harass nor victimise: colleagues, suppliers or third parties at work. You are further required to report incidents of discrimination at work, either to the Principal or anonymously to the Chair of Trustees.

Records management

You are responsible for ensuring that all information sources for which you have responsibility are maintained in-line with guidance. This applies to all electronic and hard copy information.

You should also ensure that access permissions are maintained to limit access to sensitive information. You are responsible for maintaining the confidentiality of sensitive data, whether held electronically or in hard copy, and promptly reporting all breaches, or potential breaches of security to the Head of HR.

Other duties

You may be required to perform duties other than those given in the job description for the job. The particular duties and responsibilities attached to jobs may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a job. In cases, however, where a permanent and substantial change in the duties and responsibilities of a job occurs, consistent with a higher level of responsibility, then the job would be eligible for re-evaluation.

Authority to work in the UK

You must have the legal authority to work in the UK. You must have the relevant approval to work in the UK from the UK Border Agency or relevant documentation. Copies of all documents provided by you as proof of identity are retained for our records, by providing these proofs the Trust will treat this as your consent for this to happen.



Person Specification

The person specification details the essential and desirable personal criteria which the job holder should possess in order to be able to successfully perform the job.

	Essential	Desirable
Alignment With our values	<p>Commitment to demonstrating the organisations values and behaviours in their work:</p> <p>Teamwork: We hold ourselves and each other to account, and are better when we work together</p> <p>Compassion: We act with trust, honesty and kindness in everything we do</p> <p>Inclusion: We treat each other fairly and with respect</p> <p>Innovation: We encourage thoughtful, creative and aspirational ideas</p> <p>Pride: We encourage each other to be proud of who we are and what we do</p>	
Qualifications or equivalent level of skill or knowledge	<ul style="list-style-type: none"> • A nationally recognised qualification in Human Resources (minimum Level 3) or a willingness to work towards • Up-to-date general HR knowledge and skills 	<ul style="list-style-type: none"> • To be registered with appropriate professional bodies
Experience of	<ul style="list-style-type: none"> • Supporting senior leaders in the day-to-day running of an organisation • Managing and monitoring staff records in line with legislation • Managing and monitoring staff training programmes and associated records • Meeting deadlines • Confident user of Microsoft Office Programmes • Working in an administrative role • Communicating with people at all levels within an organisation 	<ul style="list-style-type: none"> • Working in a similar role within an education or residential care setting • Working within HR
Management of people	<ul style="list-style-type: none"> • Successfully supporting staff at all levels within an organisation 	
Skills	<ul style="list-style-type: none"> • An understanding of the importance of confidentiality and information sharing within an organisation • High level of interpersonal skills • Ability to develop positive relationships • Ability to respond flexibly to changing demands and manage own workload • Innovative and prepared to exercise judgement • Excellent oral and written communication • Ability to work well under pressure and manage conflicting deadlines • Confident user of ICT 	<ul style="list-style-type: none"> • An understanding of the needs of young people with a learning disability



Personal qualities and motivation	<ul style="list-style-type: none"> • To be honest, trustworthy and reliable • Highly motivated • Able to work with a variety of colleagues and clients from different professions and backgrounds • Self-starter with vision and imagination • Openness and willingness to address and discuss relevant issues • A consistently flexible approach, with the ability to respond to the changing needs of the organisation 	
Literacy and numeracy	<ul style="list-style-type: none"> • Literate and numerate with good written and spoken English 	
Safeguarding	<ul style="list-style-type: none"> • Displays a commitment to the protection and safeguarding of young people • Takes action and raises concerns • Forms appropriate relationships and maintains professional boundaries at work • Works within organisational policies, procedures and guidance at all times 	<ul style="list-style-type: none"> • Up-to-date knowledge of relevant legislation and guidance in relation to working with and the safeguarding of children and vulnerable adults • Up to date knowledge of safer recruitment policies and procedures/DBS checks

Suitability of shortlisted candidates will be assessed at interview, interviews will consist of a formal interview and/or a supervised observation or desk-based task where applicable.

Should you require any reasonable adjustments to the application process, please speak to a member of the HR team.

The closing date for this post is **Wednesday 10th September 2025 at 09.00am**

Interviews will take place on **Wednesday 17th September 2025**

For further information about the post, please contact Tamasin Jones, Head of HR:
tamasin.jones@ffc.ac.uk / 01373 823028 x236

Applications should be made via the Trust Application Form, available on our website;
<https://fairfieldtrust.org.uk/jobs/>

Please note that we will not accept CVs.

This job description and person specification was updated August 2025 by the Head of HR

Fairfield Trust is an Equal Opportunities employer.
A charity for the advancement of education for young people with learning disabilities.