WELLESLEY
PREP SCHOOL

WE'RE HIRING!



Job Vacancy

Bursary and HR Assistant

We are seeking an organised, proactive and capable individual to provide administrative and operational support to the Bursar and the wider School. This is a varied role supporting the effective running of the Bursary, with responsibilities spanning administration, human resources, safer recruitment, payroll coordination, health and safety compliance, staff training and minibus maintenance scheduling.

The successful candidate will be discreet, methodical and approachable, with the confidence to manage a range of processes independently, maintain accurate records and liaise effectively with colleagues and external providers. The role is an important part of the School's operational support team.

To Apply

Please contact Bryony Ellison for an application form

bursar@wellesleyprep.co.uk

Contact Us

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wellesleyprepschool.co.uk

Wellesley Prep School
Bylands Lane,
Stratfield Turgis,
Hook,
RG27 0AR



WELCOME

At Wellesley Prep School, we celebrate life in all its fullness, placing character, relationships and empathy at the heart of everything we do. Our community thrives on diversity, mutual respect and a strong sense of social responsibility, encouraging pupils to understand both themselves and the world around them.

Teaching and learning at Wellesley Prep is ambitious, creative and collaborative. We encourage our staff and pupils to take intellectual risks, question thoughtfully and approach problem solving with confidence. Learning extends beyond the classroom into our exceptional outdoor spaces, supporting resilience, sustainability and curiosity.

Excellence is celebrated in all its forms — academic, creative, physical and personal — with every achievement valued. We warmly welcome passionate, reflective professionals who wish to grow, contribute and make a meaningful difference as part of our school community.

Angus McDonald, Headmaster

THE SCHOOL

Wellesley Prep School is an independent co-educational school set within 100 acres of beautiful Hampshire countryside, educating 300 children aged 2 to 13. Formerly known as Daneshill School (1950–2023), Wellesley Prep builds on a long tradition of excellence while looking confidently to the future.

The School offers a healthy, nurturing environment in which children are encouraged to grow and thrive as individuals. Small teaching groups allow staff to know pupils well, understand their individual needs and provide appropriate levels of academic and pastoral support.

Proudly independent, Wellesley Prep maintains close relationships with a wide range of senior schools. Each year, an impressive number of pupils are awarded scholarships, with popular destinations for our Year 8 leavers including Wellington, Bradfield, Lord Wandsworth College, Marlborough, Sherborne, Farnborough Hill, Salesians, Winchester and Pangbourne.

Wellesley Prep is characterised by the quality of its relationships, a strong sense of mutual support and a culture of kindness. At the heart of the School is a shared ambition to provide pupils with a happy, adventurous and stimulating learning experience.

Our ethos is shaped by:

- Generosity of spirit
- Good discipline without fear
- Delight in diversity
- High personal effort
- A sense of adventure

The School promotes equality of opportunity for all, regardless of gender, race or ability.

We aim to:

- Encourage kindness above all else
- Develop children's problem-solving skills and positive learning attitudes
- Provide a safe environment in which pupils can take creative risks without undue fear of failure
- Foster an enduring sense of curiosity and wonder through a meaningful curriculum and a strong emphasis on outdoor learning
- Promote mental and physical wellbeing
- Identify and nurture each child's strengths while supporting areas for development through thoughtful differentiation



THE ROLE

- Job Title: Bursary and HR Assistant
- Line Manager: Bursar
- Hours of Work: 20 hours per week, Monday to Friday mornings, all year round
- Salary: £14,975 per annum
- Holiday: 29 days per year
- Commencement Date: 1 February 2027

MAIN RESPONSIBILITIES

BURSARY AND ADMINISTRATIVE SUPPORT

- Provide comprehensive administrative support to the Bursar and the day-to-day operation of the Bursary.
- Manage routine correspondence, maintain filing and information systems, and ensure records are accurate, accessible and appropriately retained.
- Assist with diary management and the organisation of meetings, including arranging appointments and preparing papers, agendas and minutes where required.
- Liaise professionally with parents, governors, staff, suppliers, contractors and external advisers.
- Support the preparation and collation of information, reports and documentation for internal and external purposes.
- Provide administrative assistance for financial and operational processes as required, observing the School's financial controls and authorisation arrangements.

HUMAN RESOURCES ADMINISTRATION

- Support the administration of the School's HR function, including recruitment, appointments, induction, contractual changes and staff departures.
- Prepare routine employment documentation, including offer letters, contracts, variations and other correspondence, using approved templates and following the Bursar's direction.
- Maintain accurate, confidential and up-to-date personnel records, electronically and in any required hard-copy files.
- Coordinate staff absence information and collate payroll-related changes and supporting information.
- Maintain records of staff training, qualifications and professional development.
- Provide administrative support for appraisal, performance management and other HR processes.
- Assist with staff induction and ensure relevant administrative checklists and records are completed.

SAFER RECRUITMENT AND SAFEGUARDING ADMINISTRATION

- Coordinate pre-employment checks for teaching and support staff in accordance with the School's safer recruitment procedures and current requirements.
- Obtain and record references, verify identity and qualifications, coordinate DBS checks and follow up outstanding documentation.
- Maintain the School's Single Central Record (SCR), ensuring entries are accurate, complete and updated promptly, and bring any gaps or discrepancies to the attention of the Bursar.
- Maintain appropriate records of safeguarding training and other required checks.
- Ensure recruitment and personnel documentation is securely stored and handled in accordance with the School's confidentiality and data protection requirements.
- Provide administrative support to the Bursar and relevant safeguarding leads. Safeguarding decisions and oversight remain with the School's designated postholders.

PAYROLL AND PENSION ADMINISTRATION

- Coordinate the collection and collation of monthly payroll information, ensuring timesheets, overtime, additional hours and staff changes are submitted accurately and by the required deadlines.
- Liaise with the School's payroll provider to resolve routine queries and follow up outstanding information.
- Assist with the administration of pension arrangements and relevant salary sacrifice schemes.
- Maintain appropriate payroll records and handle all pay-related information confidentially.

COMPLIANCE, HEALTH AND SAFETY COORDINATION

- Assist the Bursar with the coordination and administration of the School's compliance programme, maintaining an organised schedule of inspections, assessments, reviews and actions.
- Arrange and coordinate visits by external providers for health and safety assessments, including fire risk assessments and legionella risk assessments, in accordance with the School's compliance schedule.
- Liaise with external assessors and contractors to agree dates, provide relevant information, facilitate access and ensure reports are received and passed to the appropriate person.
- Maintain records of assessment and inspection dates, reports, certificates and recommendations, and track follow-up actions to the point of completion or referral to the responsible colleague.
- Assist with booking other audits, inspections and compliance visits as required, and support the preparation of evidence for audits, inspections and external reviews.
- Escalate overdue assessments, significant findings, outstanding actions or potential compliance concerns promptly to the Bursar.
- The postholder coordinates bookings, records and administrative follow-up; technical assessments, risk evaluations and decisions remain the responsibility of suitably competent assessors and designated School personnel.

STAFF TRAINING AND DEVELOPMENT COORDINATION

- Coordinate bookings for staff training, including first aid, fire marshal training, INSET and other mandatory or role-specific courses.
- Maintain a central training matrix or equivalent record showing required training, completion dates, renewal dates and forthcoming requirements.
- Monitor expiry and renewal dates, alert relevant colleagues and the Bursar to training that is due or overdue, and arrange refresher courses in good time.
- Liaise with training providers, obtain course details and confirm attendance, venues and practical arrangements.
- Maintain attendance records, certificates and other evidence of completed training, ensuring these are filed appropriately.
- Support the organisation and administration of staff INSET and other training events.

MINIBUS AND TRANSPORT ADMINISTRATION

- Coordinate routine minibus maintenance bookings and servicing schedules, liaising with garages, service providers and relevant School colleagues.
- Maintain an up-to-date record of servicing, maintenance appointments, inspections and relevant vehicle documentation.
- Arrange appointments in good time, communicate booking details to drivers and colleagues, and help minimise disruption to School transport arrangements.
- Follow up on completion of maintenance work and ensure invoices or service records are passed to the Bursar.
- Bring overdue maintenance, defects, documentation gaps or other vehicle-related concerns to the attention of the Bursar.
- The role is administrative and coordinative; responsibility for vehicle roadworthiness, driver authorisation and transport safety remains with the designated responsible personnel.

NURSERY AND EARLY YEARS ADMINISTRATION

- Assist with the administration of Nursery funding, including collecting relevant documentation and submitting claims to Hampshire County Council.
- Maintain appropriate records and support the collection of forms and information required for Nursery administration and compliance.
- Provide administrative support to the Nursery team as agreed with the Bursar.

GENERAL

- Work collaboratively with colleagues across the School and provide reasonable administrative assistance to other departments where required.
- Provide occasional administrative cover during colleagues' absence, as directed by the Bursar.
- Undertake other reasonable duties consistent with the nature, level and responsibilities of the post.

PERSON SPECIFICATION

Essential

- Highly organised, methodical and accurate, with excellent attention to detail.
- Strong written and verbal communication skills and a professional, helpful manner.
- Confident using Microsoft Office, Excel and Outlook and able to learn and maintain school management, HR and record-keeping systems.
- Experience of maintaining accurate records, coordinating processes and meeting deadlines.
- Ability to manage competing priorities, work independently and use initiative while recognising when matters need to be escalated.
- Discretion, integrity and the ability to handle confidential and sensitive information appropriately.
- Good interpersonal skills and the ability to work constructively with colleagues, parents, suppliers and external providers.
- A flexible and practical approach, with a willingness to support the wider needs of the School.

Desirable

- Previous experience in a school, nursery, charity or other regulated organisation.
- Experience of HR or recruitment administration, including safer recruitment and DBS processes.
- Experience of maintaining a Single Central Record.
- Knowledge of health and safety compliance administration, inspection schedules or contractor coordination.
- Experience of coordinating staff training and maintaining training records.
- Experience of payroll administration and/or working with a payroll provider.
- Familiarity with iSAMS or another school management information system.

WORKING AT WELLESLEY

- Immediately responsible to: Bursar.
- Hours of work: 20 hours per week, Monday to Friday mornings, all year round.
- Salary: £14,975 per annum.
- Annual holiday entitlement: 29 days.
- Commencement date: 1 February 2027.
- Pension: Auto-enrolment into the School Pension Scheme, subject to eligibility.
- School lunch provided during term time.
- On-site parking.
- Discounts across the Wellington Estates' businesses, including the Wellington Farm Shop, Wellington Country Park, Wellington Riding, The Iron Duke and the Wellington Barns

SAFEGUARDING

Wellesley Prep School is committed to safeguarding and promoting the welfare of children and young people. All applicants must be willing to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service, in accordance with the School's safer recruitment procedures.