



# PORT·REGIS

## People Team Coordinator

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

### Role Profile

We are seeking to appoint a personable and highly organised coordinator to join our People Team. The scope of work within the department is wide ranging and varied, with the focus for this post holder being on the recruitment of staff, undertaking a range of pre-appointment vetting checks, and maintaining a Single Central Record (SCR) of all staff checks, in line with complex regulatory requirements.

This post would suit a team player with the requisite skill set and a high level of attention to detail, who is able to prioritise their workload and remain calm under pressure.

If you are someone with a proactive mindset with an eye for detail, we would welcome your application.

### Remuneration and Benefits

The successful candidate(s) can expect:

- Competitive salary, pension and holiday benefits.
- An employee assistance programme with extensive support in relation to wellbeing and wellness, finance and legal, work and personal issues, as well as a wide range of rewards and discounts.
- Professional Development Support and Opportunities
- Free car parking
- Complimentary use of the School's staff gym and sports centre.
- Delicious meals in our Dining Hall during term time.
- A beautiful setting in which to work
- To join a delightful team and exceptional working environment.
- Competitive school fee remission (means tested)

## Start Date

01 February 2026

## Hours of Work

Monday -Friday 08.30-17.00 (with some flexibility), on site, with a ½ hour unpaid break.  
This position is a year round position  
40 hrs per week

## Job Description

Reports to:  
Director of People

## Particular Tasks & Responsibilities:

### Recruitment and selection

- Draft advertisements, job descriptions and person specifications.
- Collate and acknowledge applications received and prepare packs for shortlisting.
- Devise interview schedules and make associated arrangements; diary availability, room bookings, catering.
- Seek and obtain references.
- Prepare and send out invitations to interview, and rejection emails.
- Welcome and look after candidates on interview days, supervising assessments, escorting them to lessons and interviews, and checking their identification and qualification documentation.

### Regulatory compliance (for which full training will be given)

- Carry out the requisite range of vetting checks on all new staff, i.e., DBS check (see section below), fitness for work, right to work in UK, prohibition from teaching/management checks etc.
- Maintain the School's Single Central Record (SCR) (held in an Excel spreadsheet), under the direction of the Director of People ensuring the necessary information is requested, received and logged in a timely manner.

### Processing new starters and leavers

- Set up new staff files with appropriate checklists
- Log and track probation periods, prompt probation reviews and draft letters to confirm the successful completion of the probationary period.
- Complete and track actions for leaving staff.
- Input new starter details to our HR systems

### Other

- Field telephone calls and emails.
- Deal with a variety of queries from staff and management, at a first level.
- General HR administration.
- Establish and maintain effective filing systems, i.e. for personnel files, archive files, recruitment files

## The Person

### *Essential*

- Excellent all round organisational and administration skills
- A keen attention to detail, working to a high level of accuracy.
- Strong writing skills
- Strong verbal communication skills, able to communicate effectively with all staff, managers and Leadership
- Numerate; confident to undertake basic calculations, i.e., pay, holiday entitlement calculations.
- Able to interpret regulatory requirements and school policies/procedures and apply them in practice.
- A strong aptitude for IT; in particular, a confident user of spreadsheets).
- A commitment to promoting and safeguarding the welfare of children
- Cheerful and willing with a flexible and 'can do' attitude.
- Ability to carry out instructions reliably and efficiently.
- Ability to work individually as well as being a strong team player able to develop effective working relationships.
- Diplomacy, integrity and able to respect confidentiality.
- Patience and a sense of humour
- Flexible and calm under pressure

### *Desired*

- Experience in an office setting in a school environment

## Safeguarding

- All Port Regis staff are responsible for safeguarding the School's children and must comply with the School's safeguarding and child protection policies and procedures.

## General

- The job description is a general outline of the role's duties and responsibilities and may be amended as the role develops. The post holder may be required to undertake other duties as reasonably required from time to time.
- The post holder will be required to adhere to the School's policies and procedures as issued from time to time and available on the School's compliance system, iAMCompliant.
- Comply with statutory requirements for example the Health and Safety at Work Act and the Data Protection Act and School policies and procedures in this regard including carrying out and implementing risk assessments as required.
- Adhere to the school's training requirements.
- Maintain positive and effective communication with all members of the Port Regis community including pupils, staff, parents and Old Port Regions (OPRs); external users; the local community; and outside agencies.
- Ensure the reflection of Port Regis' values in all communications.

## Application Procedure

If you feel you can meet the requirements of the post, I would be delighted to hear from you. Please complete the application form on our website send it, along with a covering letter, to Clair Beaty-Pownall at [peopleteam@portregis.com](mailto:peopleteam@portregis.com) or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience and to arrive **before 12.00 on Monday 5<sup>th</sup> January 2026**. Interviews will be held on **Week Commencing 19<sup>th</sup> January 2026**.

Please read the Safer Recruitment Pack, Child Protection & Safeguarding Policy and Code of Conduct Policy in conjunction with your application.

## Diversity and Inclusion

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.

## Safeguarding

Port Regis School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.