



# Recruitment Pack

**HR Administrator/  
Advisor  
£27-£32K  
+ benefits**

**March 2026**

# Welcome

Thank you for your interest in joining our team! We're thrilled that you've discovered us and are eager to share more about this exciting role.

SAAF Education is a market-leading provider of business support services in the education sector. Our services include finance consultancy, payroll, HR, supply & recruitment, and internal scrutiny support. We're a key strategic partner to over 1,000 schools, academies, and trusts.

Our mission is clear: to alleviate the burden on school business leaders by providing tailored support that supports them every step of the way. By streamlining processes, we empower educational leaders to focus on educational excellence and pupil care.

But we're not content to simply maintain the status quo. Continuously adapting, learning, and attentively responding to the needs of our clients, we've become the preferred choice for many institutions – and our ambition is to be the ultimate choice for all.

Central to our success is our belief that people are the cornerstone of our vision. We understand that success can be achieved with the support of an exceptional team.

## Why SAAF?

At SAAF, we're dedicated to sharing our expertise with schools, academies, and trusts. To do this, we require a strong and talented team. We've shaped an open, positive, and collaborative culture which will allow you to flourish and develop.

[Read more about us](#)

## Our Values



**Customer-  
centric**



**Act  
ethically**



**Proactive**



**Trailblazers**

# HR Administrator/Advisor

**Full-time (part-time and term-time only working considered)**  
**Hybrid – Nottingham / remote**  
**Salary: £27,000 – £32,000 FTE + benefits**

## Role Overview

We are seeking a highly organised and proactive HR Administrator/Advisor to join our growing HR Advisory team. This role is primarily administration-focused, ensuring high-quality HR compliance and transactional support to our school and trust clients, while also providing advisory cover across a range of employee relations and HR matters.

Working closely with the HR and Payroll Team, you will ensure HR processes are delivered efficiently and compliantly, and will act as a first-line advisor on routine HR queries. This role is ideal for someone with strong HR administration experience who is progressing toward an advisory career, or an experienced HR Advisor seeking a varied, operationally focused role.

## Key Responsibilities

### HR Administration & Compliance

- Provide comprehensive HR administrative support across the employee lifecycle, including contracts, variations, letters, and employment documentation
- Pensions, new starter and leaver administration forms
- Coordinate safer-recruitment and compliance checks (DBS, right to work, references, qualifications)
- Maintain accurate HRIS and client records, ensuring GDPR compliance
- Process contractual changes, leavers, and absence records
- Monitor sickness absence and trigger points, producing reports for advisors
- Liaise with payroll regarding contractual and pay changes
- Prepare HR documentation for casework, meetings, and hearings
- Upload and maintain documents within client and internal HR systems

# HR Administrator/Advisor

## Advisory Support & Casework

- Act as first point of contact for routine HR queries from clients
- Provide advice on policies and procedures (absence, conduct, probation, flexible working)
- Support clients with employee relations casework
- Draft outcome letters and documentation for HR cases
- Attend meetings as a note-taker or HR representative where required
- Escalate complex matters appropriately
- Support onboarding and advisory handover for new HR Advisory clients

## Client & Service Delivery

- Deliver responsive HR support aligned to SAAF service standards
- Support HR helpline and shared inbox triage
- Build positive working relationships with school leaders and business managers
- Contribute to the continuous improvement of HR processes, templates, and systems
- Support HR projects, audits, and service development work

## Person Specification

### Essential

- CIPD Level 3+ or equivalent HR advisory experience
- Experience in HR administration and employee lifecycle processes
- Knowledge of UK employment law fundamentals
- Experience drafting HR letters and documentation
- Strong organisational and prioritisation skills
- Excellent written and verbal communication
- High attention to detail and confidentiality

### Desirable

- CIPD Level 5 or working toward
- Experience in the education sector HR
- HRIS experience
- Employee relations casework experience

# HR Administrator/Advisor

## **Benefits**

- Flexible and hybrid working
- 24–30 days annual leave + bank holidays
- Electric car salary sacrifice scheme
- Professional development and CIPD support
- Employee Assistance Programme
- Collaborative and supportive team culture