

IntoUniversity

HR Administrator

November 2025



Welcome from our CEO Dr Rachel Carr



Dr Rachel Carr
Chief Executive Officer
& Co-Founder

My name is Rachel Carr and I am one of the founders of **IntoUniversity** and its current CEO.

We're an award-winning charity running local learning centres in the heart of the communities where the young people we support live. Our centres provide a high-impact education programme which includes practical learning support, pastoral care, and motivational and confidence-building activities for young people aged 7-18. Our aim is to enable students from the least advantaged neighbourhoods to realise their ambitions and achieve their wonderful potential.

As the UK's leading university access organisation, our staff team is helping over 60,000 young people each year at its 46 learning centres and extension projects across England and Scotland, and we plan to scale-up our provision to 50 centres over the coming years.

Our employees are at the heart of the **high-quality service** that we provide to our young people. We currently have a staff team of around 295 and will be continuing to expand over the coming years.

We are looking for an **enthusiastic and driven individual** who is keen to develop their HR career in the charity sector to join our HR Team. You will play a vital role in supporting the close-knit HR function by carrying out a range of generalist HR administrative duties, keeping our HR systems and records up to date, assisting with the day-to-day support throughout the employee life cycle and providing trusted HR support to staff and managers.

You may have some experience of HR administration (perhaps as part of a wider administrative role) and feel ready to move into a role with more responsibility. This is not essential – we are looking for skills, aptitude and potential. You will be provided with a thorough in-house training programme, and we'll also provide you with support to complete the CIPD Level 3 qualification upon successful completion of your probationary period.

As a charity with social mobility as its core objective, IntoUniversity is wholly committed to equality of opportunity. We work with children and young people from a diverse range of backgrounds, and we believe that our staff team should be similarly diverse and representative.

The more inclusive we are, the better our work will be, and we recognise that we have much more to do in this regard. We are committed to building a culture where students, staff and volunteers are valued for the unique people they are. We therefore encourage applications from candidates from as wide a range as possible of ethnic, cultural and social backgrounds. In particular, we actively and warmly welcome applications from Black, Asian and minority ethnic candidates, male candidates and candidates with a disability as they are currently under-represented within **IntoUniversity**.

Thank you very much for your interest and I look forward to receiving your application.

A handwritten signature in black ink that reads "Rachel Carr". The signature is fluid and cursive, with a long, sweeping underline.

About Us

IntoUniversity provides local learning centres where young people are inspired to achieve.

At each local centre, **IntoUniversity** offers an innovative programme that supports young people from disadvantaged neighbourhoods to attain their chosen aspiration, including further and higher education, employment and work-based training.

Our mission is to provide local support that can break cycles of disadvantage and open up new opportunities for young people. We believe in the talent of every young person, and do not limit our support to those young people who have been labelled 'bright' or 'gifted'. We believe that, with support, every young person can progress to an excellent post-school destination and we are committed to helping them on this journey.

Our network has grown to 46 centres across England and Scotland – from Newcastle to Norwich and East Ham to Edinburgh – supporting over 60,000 young people each year. But each centre is just like our very first: a local hub for young people, based on their doorsteps.



The role at a glance



The role at a glance

Contract

Full-time, permanent

Start date

January 2026 (or as otherwise agreed)

Working hours

09:00 to 17:30, Monday to Friday.

We are an organisation with team members at different stages of their career, including many in their first roles: we are committed to nurturing talent and providing a developmental culture for all. Our Head Office team works in-person 4 days per week with 1 day from home.

Salary

£30,950 per annum (including £2,700 London contribution)

Location

IntoUniversity Head Office, 95 Sirdar Road, London W11 4EQ

Annual leave

33 days (inc bank & public holidays)
+ 3 closure days (two in December and one in July)
+ additional length of service entitlement
(one day per year of service, up to 5 days)

Key Dates

Application deadline

9am Thursday 20th
November 2025

Interview Day (in-person)

Tuesday 25th
November 2025.

These will take
place at our Head
Office.

Please ensure that
you are available on
these dates.



Staff Benefits

You can read more about our benefits [here](#).



Employer pension contributions

We provide competitive pension contributions of 6% (and up to 8% after two years).



Early finish Fridays

Year round 'early finish' Fridays at 4.30pm to kick start the weekend.



Summer working hours

Summer working hours (pro-rated for staff joining after January in the same year)



Wellbeing support

Online wellbeing workshops, a confidential 24/7 helpline through our Employee Assistance Programme and corporate eyecare scheme



Life assurance

Life Assurance scheme with Aviva including SmartHealth service with access to 24/7 online GP appointments



Cycle to Work and Travelcard Loan Scheme

Loans to support the purchase of cycling equipment and annual travelcards



Family friendly policies & work life balance

Enhanced maternity, paternity, adoption, and shared parental leave alongside compassionate and time off for dependants leave



Employee experience

Staff networks, employee forums and bi-annual whole team events



Training & development opportunities

Including one personal CPD day a year and an annual Staff Conference.



Enhanced sick leave

We pay up to 60 days full pay after probation in a 12-month rolling period.



New starter loans

Interest-free new starter loans of up to £1,000



Sabbatical Leave

Opportunity to apply for sabbatical leave after two years of service (conditions apply)

Vetting and training

What training will I receive?

We will provide all staff joining our Head Office team with full, ongoing training to support you in your role.

You will begin with a blend of formal induction training and on-the-job training when you take up the role.

External appointees will take part in further training alongside members of our next Graduate Scheme cohort in London.

During your employment you will also take part in our Leadership Exploration and Development Programme (LEaD), where you will receive further training on how to set and achieve meaningful goals for personal and professional growth, as well as further examining our values and your role in the wider organisation and having the opportunity to consider and develop your own leadership profile.

There will be additional learning opportunities in the form of virtual in-house training or face-to-face learning opportunities and team meetings in Head Office.

After completing your first year in the role there will be the opportunity to take on a new challenge and apply for a promotion to Senior HR Administrator, subject to satisfactory performance in role.



Application and selection process



Application and selection process

Please complete our application form [here](#) by **9am Thursday 20th November 2025**.

You will be asked to upload::

1. A covering letter that sets out why you think this opportunity is the right move for you and, with reference to the criteria set out on the previous slides, how your, talents, skills, experience and ethos make you the ideal candidate for this role.
2. Upload your current CV, which should include full education and employment history (including dates, with no gaps left unexplained).
3. Answer some short questions reflecting upon how you have demonstrated the IntoUniversity values of Talent, Quality, Compassion, Aspiration and Teamwork (maximum 100 words per question).

We will invite shortlisted candidates to attend interviews with members of our senior HR team. We will also ask you to complete a short exercise to assess your organisational and written communication skills.

Use of AI

At IntoUniversity, we might use technology to help us to manage the recruitment process, but we don't make decisions based on artificial intelligence (AI). We have a human approach to hiring and all applications are reviewed and assessed by our team.

Similarly, what we are most interested in hearing about is your individual motivation, experience, skills and values. AI doesn't know about you or what motivates you - we want to hear from you!

AI may be a helpful tool, but typically leads to generic answers repeated by multiple candidates, not stand out applications. Please make sure that your responses reflect your own thoughts and experiences.

Accessibility and adjustments

We are committed to providing reasonable adjustments throughout our recruitment process and we'll always endeavour to be as accommodating as possible.

If you require a different format of the application form, such as large print or Word format, or if you would like to discuss any specific requirements, please get in touch with us at jobs@intouniversity.org or call 0207 243 0242 and ask to speak to a member of the HR Team.

For further information on accessibility and adjustments during our recruitment process, and our commitments as a Disability Confident Committed Employer, please visit the Accessibility FAQs page on our website at <https://intouniversity.org/content/accessibility>



**Who are we
looking for?**



Who are we looking for?

At IntoUniversity we believe that our values should be a part of everything that we do. They shape our culture as an organisation.

Talent:

At IntoUniversity, we value and recognise the talent of every person.

Are you someone who strives to achieve the right outcome for each individual situation? You will be committed to building an inclusive culture in which everyone is valued for the unique people they are. You will treat each staff member as an individual and use your interpersonal skills to seek solutions to issues.

Quality:

At IntoUniversity, we complete everything to the highest possible standard.

Are you someone who is self-motivated, with a clear sense of ownership of tasks and duties? You will take pride in being efficient in all aspects of your HR work. You will have a growth mindset, embracing challenges and reflecting on how to develop and improve. You will also have the ability to plan and prioritise tasks and meet deadlines in a fast-paced working environment.

Compassion:

At IntoUniversity, we practise pastoral, long-term care.

Are you someone who is kind and supportive of others? We need team members who are conscious of the operational requirements of the charity whilst maintaining a compassionate and considered approach to our staff team.

Aspiration:

At IntoUniversity, we behave aspirationally and positively.

Are you someone who has a positive outlook? You will have an interest in learning and putting into practice our HR processes and procedures, which support our staff team across the charity. You have a positive attitude and have the ability to work flexibly. You will also have excellent communication skills to allow you to communicate effectively with our staff members and external parties.

Teamwork:

At IntoUniversity, we promote teamwork and togetherness.

Are you someone who enjoys working as part of a team to achieve shared goals? We work to transform the landscape of Higher Education in the UK and we want people with the vision and drive to help us make that a reality. You will be supportive of your team members in HR as we work together to help achieve this goal.

Eligibility for the role

In order to be eligible for the role, applicants must be able to demonstrate throughout their application that they have:

- The qualities shown on the previous 'Who are we looking for' slide
- Previous administrative experience, not necessarily in a HR role
- Strong Microsoft Office skills
- Excellent written and oral communication skills
- Successful experience of engaging with a range of stakeholders (whether in a paid or voluntary capacity) including building rapport quickly and resolving complex issues effectively and efficiently

Applicants must also:

- Have completed an undergraduate degree to a 2.2 or higher.
- Have achieved a grade C / grade 4 or higher in GCSE Maths and English/ achieved National 5s or Standard Grade at Credit level (grades 1-2) in Maths and English (or equivalent).
- Have the right to work in the UK (please note that as a charity we do not have the capacity to sponsor work visas).

Safer recruitment

Please note that in line with our Safer Recruitment practices, successful candidates will be subject to an enhanced DBS check if selected for this role in England, and to a PVG scheme membership check if selected for this role in Scotland.

The charity's policy on the recruitment of applicants with criminal records can be found [here](#), and you can find full details of DBS' code of practice [here](#) and full details of Disclosure Scotland's code of practice [here](#). You can also find our Safeguarding Policy [here](#).



Please contact jobs@intouniversity.org for more information

The main duties of the role



What will my main duties be?

Role Purpose

As the HR Administrator, you will be responsible for providing high quality, end-to-end HR administration support across the charity.

Key Responsibilities

- To manage the charity's HR records using PeopleHR (cloud-based HR software), ensuring that information is up-to-date
- To work with the Senior HR Manager as the first-line contacts for the internal and external-facing HR inboxes, responding to all queries in a timely manner.
- To be the first point of contact for staff with HR queries, and dealing with these, or passing to other team members as appropriate
- To work closely with the Finance team to ensure the smooth running of the monthly payroll process as appropriate.
- To support with the administration of all of the charity's HR policies.
- To support with HR team with the charity's leaver processes including collating and issuing previous employee employment references.
- To work with the recruitment team as needed to support recruitment and onboarding processes
- To support with the internal promotions process.
- To create regular reports on HR metrics.
- To undertake DBS checks as part of our Safer Recruitment obligations
- To work with the HR team to ensure that the charity is compliant with employment law.
- To adhere to the charity's confidentiality procedures with respect to HR data and to advise on these policies to ensure that they are in line with best practice.
- To deliver staff training on a variety of HR topics.
- To champion diversity and inclusion in your role at all times, referring to the Diversity and Inclusion Staff Responsibilities Guide.
- To undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post.

Get in touch

If you would like to find out more
please visit our website www.intouniversity.org,
call us on **020 7243 0242**
or email jobs@intouniversity.org

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