

# A warm welcome from Home-Start Greenwich

We are currently recruiting passionate, innovative, imaginative early-year practitioners to join our inspiring team, who are united in creating a modern early-year setting that excites the children and gives them the freedom to play and grow as independent learners.

Here at Home-Start Greenwich, our enchanting play spaces embrace the wonders of loose parts play alongside our expansive outdoor area. Complete with Forest School, perfect for active children's exploration and learning. You will be an integral part of our Early Years team, setting the stage for curiosity and exploration, both indoors and outdoors.

You will be part of a team that takes pride in creating a nurturing environment that caters to all children's needs and acknowledges the diversity of each child's background, culture, and disabilities. At Home-Start Greenwich, people, passion, and ambition are at the heart of everything we do, if you want to inspire, motivate, and challenge children to be the best they can be, why not join our team?

## About Us

Home-Start Greenwich is an independent charity affiliated to Home-Start UK. We have been delivering in the Royal Borough of Greenwich for over 30 years!

We provide support to families and their children, around health, parenting and general well-being. We help families to access specialist services. We support parents as they grow in confidence, we help them to strengthen their relationships with their children and to widen their links with the local community.

Our staff and volunteers work hard to transform the life chances for children and families, as well as helping to provide welcoming, targeted and universal services to ensure the health and wellbeing of families and development of children.

We are committed to high quality staff and volunteer led activities, to deliver an exciting range of services that help parents to build better lives for their children.

## What We Do

To achieve our vision, we provide the following services:

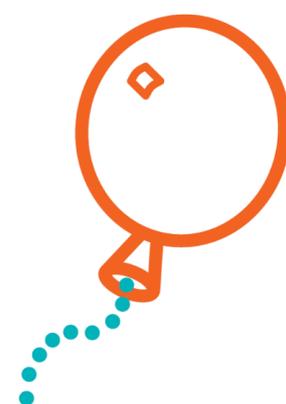
- 1:1 Home-Visiting Service, delivered by volunteers offering weekly support to families in their own homes and into the community.
- Good quality childcare and early education through the running of nursery provision.
- Family Groups – facilitated by our Family Group Facilitator for particularly vulnerable and isolated families.
- Embedded volunteering and workforce development opportunities across our organisation.
- Children's Centre services, including a wide range of effective and creative services:
  - ✦ Employability & Training
  - Health & Social Care
  - Childcare
  - Food & Nutrition
  - ✦ Health & Well-being
  - ✦ Quality Play & Early Education Opportunities
  - ✦ Family Support
  - ✦ Quality Childcare

## Our Mission Statement

Home-Start Greenwich exists to see a society in which every parent has the support they need to give their children the best possible start in life.

As a community network of trained volunteers and expert support, we are dedicated to the provision of inclusive services that enable confident and positive parenting and fulfil each family's potential.

We are here for families when they need us most



# About The Role

Job title:	<b>HR Administrator</b>
Reporting to:	Director of Operations
Location:	School House, Whitworth Road, London, SE18
Hours:	Permanent, Full Time (35 hours per week, 52 weeks)
Salary:	Circa £30,000 per annum
Closing Date:	17 April 2026

## Job Purpose

The HR Administrator provides administrative support to the Human Resources department and helps ensure the smooth operation of HR processes. This role involves maintaining employee records, assisting with recruitment and onboarding, coordinating HR documentation, and supporting HR policies and procedures.

## Key Accountabilities

Maintain and update employee records and HR databases.

- Assist with the recruitment process, including posting job adverts, scheduling interviews, and communicating with candidates.
- Prepare employment contracts, offer letters, and other HR documentation.
- Support employee onboarding and induction processes.
- Process HR paperwork such as changes to employment status, leave requests, and terminations.
- Ensure HR records are accurate and compliant with company policies and legal requirements.
- Provide administrative support for payroll by submitting relevant employee data and updates.
- Handle general HR queries from employees and managers.
- Organise training sessions and maintain training records.
- Assist with HR projects, reports, and audits as required.

## Skills and Qualifications

- Previous administrative experience, preferably within HR.
- Basic understanding of HR processes and employment practices.
- Strong organisational and time management skills.
- Excellent communication and interpersonal skills.
- High attention to detail and accuracy.
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Ability to handle confidential information with discretion.

## Education and Experience

- Bachelor's degree in Human Resources, Business Administration, or a related field (preferred).
- HR certification (such as CIPD) is an advantage but not always required.
- 1–2 years of administrative experience is desirable.

## Benefits of working for Home-Start Greenwich

28 Days Annual leave	Tech Scheme	Cycle Scheme	50% Childcare Discount at Plumstead Nursery
5% Employer Pension Contribution	Ongoing Training and Development	Employee Assistance Programme	High Street, Online Stores and Leisure Discount Cards

## Inclusion Matters

Home-Start Greenwich is an equal opportunities employer and champion of Equality, Diversity & Inclusion. We recruit for the person most suited to the job and welcome applications from candidates of all backgrounds & sectors.

Candidates must be based in the UK, have fluent spoken and written English and the right to work in the UK. Special consideration given to local candidates based in Southeast London.



# LET'S WORK TOGETHER



## How to Apply

Thank you for your interest in this role. To apply for this role please complete an application form on our website which can be found here [Join Us - Home-Start Greenwich](#).

HSG is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff working with children and vulnerable adults to share this commitment.

Safe recruitment is an important part of safeguarding and protecting children and vulnerable adults and it is essential that the assessment and selection of candidates for positions working or having regular contact with children and vulnerable adults is robust. Checks at an appropriate level will be undertaken prior to taking up employed work or voluntary activity.

Certain posts in HSG are exempt from the Rehabilitation of Offenders Act 1974 (Rehabilitation of Offenders Order 1978 in Northern Ireland). Whether a post is exempt or not will be clearly set out on the application form. If a post is exempt from the Act the candidate will be required to declare whether they/they has any convictions, cautions and bind overs, including any that would normally be regarded as spent. If a declaration is positive, details must be provided.

Home-Start Greenwich is an equal opportunities employer and champion of Equality, Diversity & Inclusion. We recruit for the person most suited to the job and welcome applications from candidates of all backgrounds & sectors.

Candidates must have fluent spoken and written English and the right to work in the UK.

We look forward to receiving your application.

