

Corbets Tey School
Harwood Hall Lane
Upminster. RM14 2YQ
Telephone: 01708 225888
Head Teacher: Emma Allen



Corbets Tey @ The Avelon
100 Avelon Road
Rainham RM13 7DH
Telephone: 01708 225888
Head Teacher: Emma Allen

Human Resources Administration Assistant

APTC Scale 3 to start as soon as possible
36 HPW post, term time 39 weeks per year
Covering the hours of 8.30am to 4.30pm, including lunch break

We are seeking to appoint a Human Resources Administration Assistant to support the Human Resources Officer in delivering an efficient and effective HR service for the school. The successful candidate will be expected to demonstrate exemplary customer service to both internal and external customers and be able to resolve problems and complaints in a sensitive manner. The successful applicant will be able to help support other school admin staff to do their jobs efficiently and effectively.

What we are looking for:

The ideal candidate will have knowledge and experience of employment law and the provision of effective HR advice and guidance. The HR Admin Assistant has specific responsibility for ensuring safer recruitment practice is followed in the school and that staff recruitment, induction, probation, absences, payroll are managed in accordance with policy. They should have an in depth knowledge of the statutory requirements and duties of the school with regard to human resources and relate this to the needs of the school. They should maintain a current awareness and understanding of human resource developments and initiatives and understand the impact that this will have on the school. This will need to be applied in helping to develop school administrative procedures.

The successful applicant will have:

- Excellent attention to detail and highly organised
- Ability to work effectively and accurately.
- Ability to communicate and co-operate effectively with company colleagues at all levels.
- Good written and verbal communication skills
- Pro-active and conscientious, able to adapt to business needs as required.
- Possess excellent self-initiated problem solving skills
- A working knowledge of the school's MIS system (SIMS) is desirable and proficiency in Microsoft Word and Excel is essential

An application form should be completed via the Havering jobs website **www.haveringschools.jobs** by the closing date. Visits to the school are welcome by appointment. This post is exempt from the provision of the Rehabilitation of Offenders Act 1974; the successful applicant will be expected to undertake an enhanced disclosure.

Closing date for applications: End of Sunday 29th May 2022

Interviews to be held: Week commencing Monday 6th June 2022

This school is committed to safeguarding and promoting the welfare of children and young people. Everybody who works for the school is expected to share and promote this commitment and to have, or acquire, the relevant abilities, skills and knowledge to carry it out.