

## **Human Resources Assistant**

**8.30am-5.00pm, 37.5 hours per week**

**41 weeks per year, 35 weeks & 6 additional weeks during the school holidays per year**

**Actual salary range £20,750 to £23,900 per annum which is based on FTE of £23,000 - £26,500 per annum pro rata depending on skills and experience**

**Start date June 2024**

Our Lady of Sion School is a small, caring community where students and staff thrive. It is an excellent place to teach and learn. We belong to a world-wide family of Sion schools and our ethos is hugely important to us and all other Sion schools around the world.

We have an exciting opportunity for a **Human Resources Assistant** to join our small friendly team. This role will support the Human Resources Manager in the delivery of an operational HR service to all employees ensuring compliance with relevant legislation.

### **What we are looking for:**

- Experience and knowledge of HR, recruitment and associated administration ideally within a regulated environment
- Current office experience in a fast paced environment
- Excellent organisational skills, be self-motivated with a flexible approach and be able to work to deadline
- Excellent attention to detail skills and the ability to work effectively on your own initiative
- Excellent IT skills and software knowledge including Microsoft office, database programmes, data input and reports
- Part qualified CIPD, educated to A level standard, with 5 GCSEs (9-5/ A\*-C) including Maths and English

### **What we can offer you:**

- An interesting role with the opportunity to make a difference in a small team
- Excellent professional development and guidance
- The opportunity to join our lovely school of around 380 students aged 3-18, supported by a hugely talented and hard-working staff team
- Polite, respectful, committed students who are positive and active learners
- An ethos of kindness and consideration that is actively lived-out

**Closing date: 11am on 9 May 2024**

**Interviews: w/c 13 May**

If you believe you have what it takes and are genuinely excited about the prospect of taking on this critical role, we look forward to hearing from you. **Please complete our online application form**

<https://form.jotform.com/230384617821355> ensuring that you provide evidence of your impact and how you would meet the requirements within the person specification.

CVs and non-standard application paperwork will not be accepted as part of the application process.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The School may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

All job applicants are considered equally and consistently to ensure that no job applicant is treated unfairly on any grounds regardless of your sex, age, disability, race, sexual orientation, gender reassignment, pregnancy and maternity, marriage or civil partnership, religion or belief.