



## HR ADMINISTRATOR

Permanent FTE required from September 2024

**Salary:** Grade 5/6 (depending on experience) £24,294 - £25,119 per annum (pro rata approx. £21,864 – £22,607 per annum)

**Hours:** 37 hours per week Monday-Thursday 8.30am-4.30pm, Friday 8.30am-4pm (with a 1/2hr unpaid lunch break)

Term Time Only, plus INSET days plus 2 weeks in the summer holidays

**Closing date:** Friday 19<sup>th</sup> July 2024, 12 noon

**Interview date:** week commencing 22<sup>nd</sup> July 2024

**'Staff are enthusiastic about working at the school. They are also very positive about leaders' attention to their well-being. Leaders are considerate of staff workload.'** – *Ofsted report 2022*

### We can offer you:

- A supportive and strong team, which recognises the importance of staff wellbeing
- Ongoing support with continuing professional development to enhance staff expertise
- A school with good transport links

### We are looking for someone who:

- Is enthusiastic, proactive, resilient and resourceful
- To ensure all new staff are appointed in accordance with all necessary procedures
- To assist in maintaining the safeguarding single central record
- To facilitate the induction of new staff/exit processes for leavers
- To maintain personnel files
- To assist with monitoring and recording sickness absence
- Can provide administrative assistance for staff training and Performance Management
- Can assist with administration for staff related matters
- Presents a professional image in terms of dress code and attitude
- Promotes the ethos and good reputation of the school, ensuring effective communication both internally and externally
- Has good communication and organisational skills and the ability to provide a safe and productive working environment
- Is a flexible and responsive individual

### What we expect from you is:

- Good communication skills
- Excellent use of ICT
- Flexibility and ability to respond to changes in plans rapidly
- A team player who enjoys a challenge but can also work independently

**Please see our website for an application form and further details.**

THE ANGMERING SCHOOL, STATION ROAD, WEST SUSSEX, BN16 4HH Tel. 01903 772351 Fax 01903 850752

e-mail [recruitment@theangmeringschool.co.uk](mailto:recruitment@theangmeringschool.co.uk) website [www.angmeringschool.co.uk](http://www.angmeringschool.co.uk)

The Angmering School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. . The post is subject to a Criminal Records Check. **Only completion of all appropriate forms will be considered for short listing.**



[www.angmeringschool.co.uk](http://www.angmeringschool.co.uk)

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