

# HR Administrator

Required from ASAP

Closing date: 9am on Friday 2 September 2022

Interview date: Monday 5 September 2022

**37 hours per week Term Time Only plus 2 weeks**

8.30 – 16.30 Monday to Thursday 8.30 – 16.00 on Friday. This includes a 30 minute unpaid lunch break each day

**Grade 5 £20,444 - £20,852 (pro rata £17,777 - £18,125) pay award pending**

## Job Purpose:

- HR
- To ensure all new staff are appointed in accordance with all necessary procedures
- To maintain the safeguarding single central record
- To help facilitate the induction of new staff/exit processes for leavers
- To maintain personnel files
- To monitor and record sickness absence
- Provide administrative assistance for staff training and Performance Management
- To provide administrative assistance for staff related matters.

## General

- To present a professional image in terms of dress code and attitude.
- To promote the ethos and good reputation of the school, ensuring effective communication both internally and externally.

**Applications should include details of your experiences that relate to this role, however, training will be provided to the successful candidate.**

## Closing Date: 2 September 2022

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

THE ANGMERING SCHOOL, STATION ROAD, ANGMERING, 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 Disclosure & Barring Service. **Only completion of all appropriate forms will be considered for short listing. In light of potentially high volume of applicants, you will only be contacted if successfully invited to interview.**