



NORTHAMPTON
HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST

HR Assistant

Required from: August 2024

Contract term: Permanent

Hours: 20 hours per week, Term time plus 4 weeks.

Salary: £22,795 - £25,000 rising to £26,443-£28,000 Full time equivalent in September 2024

Actual salary: £11,409 to £12,515 rising to £13,235.63 - £14,014.96 in Sept 2024.

Dependent on experience

Are you an experienced administrator with a passion for working with people and a keen eye for detail? If so, we would love to hear from you as we have a fantastic opportunity supporting the smooth implementation of HR processes in our school.

Role Overview:

You will work in close collaboration with the HR Data and Recruitment Officer and the Trust Office HR Business Partner.

Key Responsibilities:

- Accurately maintain the Single Central Record for internal audit and ISI inspections.
- Assist with adherence to all Safer Recruitment practices, ensuring all visitors, contractors, supply, and self-employed workers have the appropriate level of clearance.
- Assist with the recruitment, onboarding, and induction of all new staff.
- Assist in running assessment centres.
- Monitor DBS applications and other pre-employment checks.
- Take notes during meetings and maintain staff records.

The successful candidate will have strong verbal and written communication skills, proven experience of handling sensitive situations with tact and diplomacy, and the confidence to challenge compliance with HR policies at all levels. Excellent IT skills are required, particularly in using SIMS and Microsoft/Google applications. Keeping calm under pressure and being able to work to tight deadlines are also key so organisational skills and high attention to detail are critical.

Previous experience in a busy HR role is advantageous, preferably within an educational setting.

We are looking for the right individual so whilst this is an in-school role, some ad-hoc hybrid working may be possible on occasion, dependent on needs of the school. We are also open to some consideration of number of hours per week and/or some flexibility on number of weeks worked (i.e. term-time plus 4 weeks for example). We aim to support individuals with work-life balance so working patterns would be open to negotiation with the right individual, provided the individual can meet the needs of the role.

Applications should be submitted by **midday Thursday 1 August 2024 at the latest**, and applications may be considered in advance of the deadline. Interviews will take place on **Wednesday 7 August**.

To apply for the position please see the GDST external recruitment website via the link below:

[HR Assistant vacancy](#)

If you would like to find out more information on the role and working at the High School or to arrange an informal chat, please contact us via email recruitment@nhs.gdst.net or telephone 01604 765765.

Please refer to the school website for our child protection policies.

Northampton High School and the GDST are committed to diversity, inclusion and real change: a family where every individual is valued, respected and included.

Northampton High School and the GDST are committed to Safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including online searches and checks with past employers and the Disclosure and Barring Service.