



Leventhorpe

a business and enterprise academy

HR Assistant

£22,290 – £24,463 pro rata including outer fringe allowance

(H6 scale 23-26)

20hrs per week Monday – Friday, term time only.

We wish to appoint an experienced HR Assistant who displays initiative and adaptability with a high level of interpersonal skills and the ability to work well under pressure.

You will be involved in dealing with a variety of different aspects of HR which includes updating any contractual changes, payroll preparation, absence management and supporting on the delivery of key HR projects. You will have a positive and proactive approach to all tasks, be able to communicate with all staff members in a friendly and helpful manner and take responsibility for your workload in a busy environment. Excellent organisation skills and an ability to deal with confidential and sensitive matters in a professional manner will be key to the success of this role. Furthermore, good organisation skills as well as excellent attention to detail are essential. You will be reporting to the Human Resources Manager and will be working alongside another assistant. The candidate will be bright and personable, with HR experience at an administrator or assistant level.

What we are looking for:

- Previous experience with in a HR environment, ideally CIPD qualified (or part)
- Demonstrated knowledge of HR (best) practice and solid HR generalist experience
- Comprehensive knowledge of employment legislation (current and future)
- Ability to adapt and react within fast pace environment
- Strong interpersonal skills
- Excellent verbal, written and interpersonal skills.
- An understanding of data protection and confidentiality.
- Strong attention to detail and ability to work accurately and independently.
- Excellent time management and organisational skills.
- Able to be trusted with highly confidential information.
- Confidence and ability to develop and maintain professional relationships at all levels within the organisation, as well as with external contacts.
- Ability to manage conflicting priorities, exercising responsible judgement when appropriate.

In return Leventhorpe can provide:

- subsidised Nuffield fitness gym membership
- excellent facilities. In recent years Leventhorpe has experienced an intensive capital build programme, including most recently a £6 million new sports complex (sports

hall, fitness suite, dance studio, all weather pitch and floodlit tennis courts), £1 million Learning Resource Centre, re-modelling of Design & Technology facilities, £150k annual investment in ICT provision. To accommodate our expanding roll a further £7M investment is plan to build a to include a new state of the art, performing arts block alongside a brand new science and sixth form block

- priority admission for children of staff after a qualifying period

Leventhorpe is committed to safeguarding and promoting the welfare of young people, and expects all staff and volunteers to share this commitment. A DBS disclosure is required for all successful applicants

Please apply to The HR Manager, Mrs Wendy Shannon by letter and application form which can be found on our website. Applications can be sent by post, or by email to education@leventhorpe.net. Closing date 12.00 noon Wednesday 3rd October 2018. Interviews will take place the following week.