



James Allen's Girls' School 4–18

jags



CANDIDATE PACK FOR HR ASSISTANT

James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE

www.jags.org.uk



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JAMES ALLEN'S GIRLS' SCHOOL

JAGS has been inspiring and educating pupils for over 270 years. It is the oldest girls' independent school in London. While we are proud of our history – it's made us who we are – we are very much a school of the present and the future. We celebrate the best of the old while embracing the latest innovations and technology.

Our day school pupils are drawn from a dynamic variety of cultural, social and economic backgrounds, with 50 languages spoken at home. We currently have 126 pupils on our own bursaries, with 51 of them on free places and an average of 89% fee subsidy paid. Diversity is our strength, but we share a common purpose: to help all our pupils fulfil their potential. We know we are lucky and that we gain from sharing what we have. 'Good Neighbours' has been our policy for many years. We look outwards and draw people in. We are part of the world around us.



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In a changing educational world, my core values remain intact. As an Oxford graduate, and student of literature, I want pupils to love learning for its own sake and to strive for excellence.

But true education always comes back to people. To supporting the young on their individual journeys so they are ready to lead purposeful, happy adult lives.

As soon as I set foot in JAGS, I knew that this was at the heart of the school's ethos too. Known for its academic excellence, JAGS is so much more. It is a school with heart and conscience and one which reaches out beyond its own community.

I also believe firmly that schools have responsibility for the whole person. Sport, arts and leadership are part of that - but the less measurable qualities of social responsibility and empathy are just as important.

Jellyanne Harg



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WORKING AT JAGS

Working at JAGS is more than just about working. JAGS is a community and a family that strives to create a warm and supportive environment for both the girls that come to learn here, but also for the staff that come to work here.

From your first day at JAGS you will have access to some of the best facilities in the country and will be encouraged to take part in the many activities here.

JAGS works hard to attract the best staff and therefore the benefit package at JAGS is very generous. We have our own pay scale which is above the national average and we also offer all staff a discount on school fees. You will have access to our multi purpose sports centre which includes tennis courts, a 25m swimming pool, spin studio and a rock climbing centre. You will receive free lunches as well as free parking and free access to the Dulwich Picture Gallery.

Working at JAGS is a great opportunity for anyone, whether a teacher, a gardener or an IT technician and we work with all our staff to offer development opportunities wherever possible.



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HR Assistant

Post 1: 12 Months Fixed Term Contract

Post 2: Permanent Contract

The HR Assistant will be responsible for the provision of HR and Recruitment coordination and administration across the School and Sports Club, acting as first point of contact for general day-to-day queries. The HR Assistants will work closely with the HR Manager to ensure a high quality, professional, friendly and efficient HR service is delivered in line with the needs of the School.



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HR Assistant

Essential

- Experience of working in a busy generalist HR, Recruitment or administrative role.
- Experience dealing with a variety of customers/stakeholders.
- Experience of using Carval (Civica) HR System or another HRIS.
- Excellent communication skills.
- A high level of written English – ability to write clearly and concisely
- Good IT skills with particular knowledge of Microsoft Office Packages including Word, Outlook and Excel.
- Effective organisational skills and the ability to prioritise and manage workload whilst working efficiently and accurately when under pressure.
- Good typing speed and experienced in minute taking for formal meetings.
- Ability to work at pace and meet deadlines with high levels of attention to detail and accuracy.
- Able to work confidently with figures.
- Knowledge and understanding of GDPR
- Self-motivated and willing to work flexibly as a member of a team.
- Commitment to CPD

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Essential Criteria continue.

- Punctual and reliable
- The ability to work proactively and using own initiative.
- Enjoys organising work and people and setting up new systems
- The ability to display resilience, and remain calm and professional manner at all times with a good sense of humour.

Desirable

- Experience of working in a school or educational organisation.
- Working knowledge of HR systems and employment law.
- Experience of mail merge.
- Experience of supporting payroll.
- Experience of using School system ISAMS or other school system.

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