

HR Assistant

- CONTRACT TERM:** Permanent
- ACTUAL SALARY:** NJC pt. 8 – 16 £24,425.29 - £27,789.50
(Dependent on experience and qualifications)
- CONTRACT TYPE:** 37 hours per week – term time only
(including Learning and Development Days and 4 weeks holiday cover)
- LOCATION:** The William Henry Smith School & Sixth Form, Brighouse
- HOURS:** 8.15 am – 4.00 pm Monday to Thursday, 8.30 am – 2.30 pm Friday
- START DATE:** As soon as possible
- CLOSING DATE:** 22/04/2025
- INTERVIEW DATE:** 30/04/2025
- SITE VISITS:** Please contact the HR department for site visits.

The Smith Foundation is committed to safeguarding and promoting the welfare of children and adults and expects all staff to share this commitment. Our recruitment process aims to create and maintain a safe workforce and contains robust vetting procedures. The successful applicant will be appointed subject to references and enhanced DBS check (this is a position working in regulated activity). The successful candidate will be subject to a rigorous safer recruitment process and must adhere to a strict code of conduct regarding behaviour at all times. Shortlisted candidates will be subject to online searches in accordance with KCSIE 2024.

We are looking to appoint an enthusiastic, professional and highly driven HR Assistant to join our Central Services Team.

- Do you have a proven track record in administration with the ability to manage various processes?
- Do you have strong organisational and communication skills to work within an effective HR team?
- Do you have an enthusiasm for safeguarding within recruitment following compliance processes?
- Do you have the ability to work on your own initiative but also be a key team player?
- Are you a confident, highly motivated and efficient individual who can manage multiple tasks concurrently with a keen eye for detail?
- Do you have a positive attitude and mindset which mirrors the physical and mental health and wellbeing ethos of the Smith Foundation?

PURPOSE OF JOB

To ensure the smooth running of the Smith Foundation's Human Resources administration function, by providing a professional and effective service to all sites, whilst dealing in a calm, friendly and professional manner. To provide administration support and work alongside other members of the HR team to meet the service level agreements for all areas of the Smith Foundation.

Ensuring robust safeguarding and child protection measures are taken in relation to safer recruitment processes. Maintaining the single central record; updating the personnel database; writing letters; updating contracts, job descriptions, person specifications and creating adverts in collaboration with your peer; issuing of all recruitment documentation and records; DBS and other checks; all recruitment administration; maintaining electronic staff records; emails, confidential work for all Foundation staff; liaising with the payroll department on a monthly basis; administration of the employee handbook; induction for new employees.

"Staff are incredibly proud to work here. They receive regular training, including for safeguarding, which encourages them to help the school constantly progress." (Ofsted 2023)"

WHY JOIN US?

At The Smith Foundation, we offer more than just a job; we offer a purpose. This is an opportunity to be part of the education team, dedicated to shaping the future of education and making a meaningful difference in the lives of children and young adults. We take pride in our culture, which prioritises well-being, professional development, and genuine collaboration.

OUR OFFER

- A friendly and inclusive working environment.
- Opportunities to truly enrich the lives of our children and young people and make a positive difference.
- A Quality of Life and Well-being programme of activity, experiences and gifts.
- A competitive defined contribution pension scheme.
- An employee assistance healthcare cashback plan.
- Life Assurance Scheme (4x annual salary).
- A full induction programme, including an outstanding network of support.
- A learning and development programme and CPD.
- Assistance with childcare savings and cycle to work scheme.
- Subscription to Head Space, Perks at Work and Discount for Teachers online apps which offers hundreds of discounts and benefits.
- 50% towards the cost of branded work wear.
- Personal health and fitness training, and a financial advisory service.
- Free staff lunches and on-site parking.
- Staff Savings Scheme.
- A life day to take during term-time to spend enhancing your quality of life*

APPLICATION INFORMATION

Visits to The Smith Foundation are essential.

For further information on this post please contact the HR department on email address: HR@thesmithfoundation.org.uk

All our roles are by application via TES.com.

Please apply by visiting our vacancies page on the Foundation website <https://www.tes.com/jobs/employer/william-henry-smith-school-and-sixth-form-1023186>

(please note we do not accept CV's).