

# Human Resources Assistant



**Human Resources Assistant**  
**Permanent, full-time position**  
**36 hours/week, 8.30am – 4.30pm (with a 45-minute break)**  
**Hybrid/flexible working opportunities available**  
**Grade: GLPC 23-28 £33,351 - £37,038 (FTE 1.0), dependent on experience**

**Required for September 2023**

Compass Learning Partnership is looking to appoint a Human Resources Administrator to support the organisation's HR Administration, working under the direction of, and in partnership with, Compass Learning Partnership's HR Manager.

We incorporate best practice, whilst retaining our unique, friendly ethos where pupils are nurtured to make significant personal progress at the same time as achieving excellent results.

The successful applicant will provide a high level of professional service to employees and external stakeholders. They will already have, or be willing to develop, a sound knowledge and practice in Human Resources.

Candidates must be used to working as part of a team, be able to work under pressure, have a close attention to detail and have excellent organisational and communication skills. It is essential that the successful applicant is proficient in the use of Office 365 and able to analyse data accurately using Excel. Previous experience in Human Resources, supporting HR policies and procedures is desirable for this role.

Applications are welcome from all suitably qualified candidates regardless of gender, age, ethnicity, or disability.

Personal development and career opportunities are excellent.

If you are interested in applying for this vacancy, please visit our website [www.compasslp.co.uk](http://www.compasslp.co.uk), [www.tvs.brent.sch.uk](http://www.tvs.brent.sch.uk) or [www.woodfieldschool.brent.sch.uk](http://www.woodfieldschool.brent.sch.uk). All information on the post is available in the vacancies area.

Completed applications should be returned to [hr-clp@compasslp.co.uk](mailto:hr-clp@compasslp.co.uk)

**We are committed to safeguarding and promoting the welfare of young people and expect all staff and volunteers to share in this obligation. The successful candidate will be required to undertake an enhanced disclosure by the DBS and all checks in relation to KCSIE September 2022 will be carried out.**

**Closing Date:** Monday 10 July 2023 at 12 noon

**Shortlisting:** Week commencing Monday 10 July 2023

**Interviews:** Week commencing Monday 17 July 2023