



# **THE RADCLIFFE SCHOOL**

## **INSPIRE AND ACHIEVE**

### **HR ASSISTANT**

**2 or 3 days a week, 40 weeks per annum**

**2 days (15 hours) per week - £8,192.21 per annum**

**3 days (22.5 hours) per week, £12,288.31 per annum**

Candidate Information



# HR ASSISTANT

Starting as soon as possible

**2 or 3 days a week, 40 weeks per annum  
Plus the equivalent of 28 days annual leave**

**2 days (15 hours) per week - £8,192.21 per annum  
3 days (22.5 hours) per week, £12,288.31 per annum**

We are looking for a Human Resources Assistant to join our friendly, busy and diverse school in a new and exciting role. The successful candidate will work with the HR Manager and will provide administrative support covering all aspects of generalist HR administration and recruitment.

The ideal candidate will be an excellent administrator with first-rate organisational and interpersonal skills and a great sense of humour. Previous experience of working in HR is desirable, but not essential as further training and support will be provided.

If you are a team player with a flexible approach and a positive, can-do attitude, we would like to hear from you!

To find out more, please go to [www.radcliffeschool.org.uk](http://www.radcliffeschool.org.uk) to download information about the post and an application form, or contact Jo Moloney, HR Manager, on 01908 682 289.

The deadline for applications is Friday 12 January 2024.

The Radcliffe School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post requires an enhanced DBS disclosure. We are an equal opportunities employer.

The Radcliffe School, Christchurch Grove, Wolverton, Milton Keynes, MK12 5BT

Tel: 01908 682 222

[www.radcliffeschool.org.uk](http://www.radcliffeschool.org.uk)

Headteacher: Paula Lawson



## **HR ASSISTANT JOB DESCRIPTION**

### **Job Purpose:**

To work with the HR Manager to enable the smooth running of the school's HR function by providing support covering all aspects of generalist HR administration.

### **Main Duties & Responsibilities:**

- To maintain and update general HR systems, records and processes.
- To maintain HR files in all formats in accordance with legal requirements, school policies and procedures.
- To support with the administration and smooth operation of key HR processes, including end-to-end recruitment eg developing candidate information packs, placing adverts, monitoring applications, organising interviews, taking up references, processing DBS applications etc.
- To support the monitoring of staff sickness and follow-up by providing reports and highlighting trigger points.
- To carry out research to support the development of new policies, for benchmarking purposes etc.
- To help share relevant and useful information with staff.
- To work confidentiality and in accordance with the school's policies, including Child Protection and Safeguarding, and GDPR.
- To support with general office duties and any other reasonable ad-hoc tasks as required.



## PERSON SPECIFICATION

Specification	Essential	Desirable	Evidence
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Willingness to work flexibly when required.</li> <li>• Excellent numeracy and literacy skills / GCSE (or equivalent in Maths and English).</li> <li>• Willingness to undertake induction training.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of relevant qualification or training eg CIPD.</li> <li>• Qualification in first aid at work.</li> </ul>	Application form and interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven range of administrative support experience, ideally in a similar role.</li> </ul>	<ul style="list-style-type: none"> <li>• Proven range of administrative support experience in a similar role.</li> <li>• Experience of working around children and young people.</li> </ul>	Application form and interview
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to develop positive working relationships with individuals at all levels, including adults and children.</li> <li>• Strong written and verbal communication skills.</li> <li>• Strong systems understanding and capabilities - mindset to learn new systems and work efficiently with them.</li> <li>• Strong IT literacy skills – must be confident in using Microsoft Office Suite including Outlook, Excel and Word.</li> <li>• A flexible and adaptable approach to work - be reliable, hardworking and remain calm when working under pressure.</li> <li>• Collaborative team player.</li> <li>• Actively seek out opportunities for improvement.</li> <li>• An understanding of safeguarding and a commitment to maintaining a safe learning environment.</li> </ul>		Application letter and interview
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills - ability to communicate well with students and staff.</li> <li>• Ability to ask for advice and support where necessary.</li> <li>• Self motivating with a positive outlook.</li> <li>• Ability to work to deadlines and under pressure.</li> <li>• Commitment and enthusiasm.</li> <li>• Dependability and sound organisational skills.</li> <li>• Understanding of own strengths and areas for development.</li> <li>• Good time management.</li> <li>• Administrative efficiency.</li> <li>• Ability to deal calmly with different situations as they arise.</li> <li>• A good sense of humour.</li> </ul>		Interview and References

The Radcliffe School has a professional dress code for staff and is a non-smoking workplace. We expect our staff to have a professional and positive approach and to actively collaborate with colleagues in providing the best possible learning experience for our students.



## **HOW TO APPLY**

The following guidelines are designed to help you submit a job application in line with our requirements. Please ensure that you comply with the instructions below as, if you do not, the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Jo Moloney, HR Manager on 01908 682 289 or [jo.moloney@radcliffeschool.org.uk](mailto:jo.moloney@radcliffeschool.org.uk).

### **Application Form**

Please complete all the sections of the form in full, giving as much detail as possible. Once completed, you must sign and date the application form to confirm that the information and any attachments are correct. Note that CVs will be accepted only if an application form and covering letter are also included in the application.

### **Equal Opportunities Monitoring**

Please ensure that you have completed the online Equal Opportunities Monitoring form or attach the Equal Opportunities Monitoring Form to your application.

Please send these documents to [jo.moloney@radcliffeschool.org.uk](mailto:jo.moloney@radcliffeschool.org.uk) to arrive by the closing date.

### **Shortlisting**

Shortlisting will be completed as soon after the closing date as possible. Shortlisted candidates will be contacted by telephone. We are unable to contact non-shortlisted applicants. If you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

### **Interviews**

Interviews will be held at The Radcliffe School. Candidates may be required to complete a test or exercise relating to point(s) of the job description and criterion/criteria of the person specification. Candidates who are invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will be required to bring some photo ID with them on the day of the interview e.g. valid passport, driving licence or identity card.

### **References for shortlisted candidates**

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Radcliffe School has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer), confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS).

### **Disabled applicants**

The Radcliffe School welcomes applications from disabled people. If you require any adjustments to enable you to attend the interview please ensure that you have provided this information on your application form. If you are called for interview, please discuss any adjustments you may require to carry out the duties of the role with the interview panel so that the appropriate arrangements and any adjustments can be made if necessary. (Under the Equality Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.)

