



**ALEC REED  
ACADEMY**  
PROUD TO LEARN

**3 - 19 Years (Mixed)  
Academy in Northolt,  
London Borough of Ealing**

## Human Resources Assistant

Salary: from £29,000-£34,000 per annum

Local Gov Pension, free parking, gym, family friendly benefits



Check out our [Principal's weekly updates](#) on our highlights and successes for the week.

*'I chose to work at ARA since it is at the heart the local community...having returned to work here after a few years at another school, I appreciate the support staff are being given to meet their potential and make a difference to our students' lives'. Librarian*

We have the opportunity to work collaboratively with an experienced HR Manager in a fast paced, successful and high quality environment in the role of Human Resource Assistant. We are based in West London/Ealing. This position is to commence as soon as possible. The hours of work are Monday to Friday from 8am to 4pm working all year round. A generous holiday allowance will be given for leave to be taken during school holidays.

#### Skills & Experience needed:

- Experience in providing initial advice or guidance to managers with an understanding of relevant legislation, policies and procedures
- Strong experience as an HR Administrator or Assistant with exposure to recruitment
- Good IT skills, highly competent using Microsoft Office, and experience of using a HR database system
- Desirable: experience in a similar role or knowledge of school preemployment safeguarding procedures including carrying out checks, degree (or equivalent) in Human Resources or business related field, or CIPD Level 5 qualification (or studying towards).

#### What we have to offer you:

- An Ofsted 'Good' school, family friendly environment and an exciting place to work
- A welcoming school in West London/Ealing with great Trustees, where staff feel valued
- Employer's pension contribution of over 19%, free on-site parking, free use of the in house gym, subsidised meals and family friendly policies including dependents entitlement
- Regular nominated staff rewards and free breakfasts are valued by staff.

#### Commitment to safeguarding:

- ARA is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination
- The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

#### How to apply:

- Come and visit us for a personal tour if you like, or you could visit the 'Quicklinks - Vacancies' section of our website for more information and an application form: [www.alecreedacademy.co.uk](http://www.alecreedacademy.co.uk)
- If you prefer to talk, our HR department would love to chat: 0208 8414511.

**Closing date for completed applications: Sunday 17th December 2023 at 12pm.**

**Interviews will be held asap.**

We reserve the right to hold interviews in advance of the closing date should a favourable application be received.

*ARA is committed to the protection and safety of our learners. The successful applicant will be required to undertake an enhanced criminal record check via the Disclosure and Barring Service prior to commencing the role.*

**Judged as OfSTED Good in 2015 and 2018**

