

MOSSLEY HOLLINS HIGH SCHOOL

Role: HR Assistant

Pay Scale: Grade D (Point 7-10)

Actual starting salary at Grade D Point 7: £15,950.96

Actual salary at Grade D Point 10: £16,843.03

Hours: 30 hours per week/Term Time Only (Monday–Friday 7:45–14:15)

Contract: Permanent

Closing Date: Friday 7th July 2023 (8am)

Interview Date: Tuesday 11th July 2023

Start Date: 4th September 2023

We have an exciting opportunity for a HR Assistant to join the Trust HR team. We are seeking an enthusiastic individual with exceptional administration skills to assist with HR administration, working closely with the HR Manager.

The successful candidate will:

- Support with the with day to day operations of the HR functions and duties including Recruitment, Induction, Salaries, Appraisal, Quality Assurance/Appraisal, Cover and Staff Absence.
- Maintain a high standard of HR administration and support in accordance with the HR Policies and Procedures.
- Administer the teaching staff cover on a daily basis to ensure that the teaching & learning experience for our pupils continues at a high level.
- Provide support to the school's ITT (Schools' Direct, Teach First PGDE and PGCE) and ECF programme, including recruitment, general administration and weekly communications.
- Be fully proficient in the use of Microsoft Office packages.
- Have a proactive approach and be able to work well under pressure.

The ideal candidate will have previous experience in an administration role. Experience of working in a school setting is desirable but not essential. Full training will be provided.

Interested applicants should complete an Application Form available on the school website at

www.tret.org.uk/vacancies/mossley-hollins-vacancies

Completed applications should be returned to: hr@mossleyhollins.com or the address stated in the advert below

Mossley Hollins High School is an Associate Member of the Tame River Educational Trust which has one mission and three core educational purposes. We eagerly anticipate meeting applicants who share our values and would love to work with our staff and students to achieve our mission and purposes. By joining us you will be part of a family of great schools in which to learn, teach and belong and will have direct access to our Teaching and Curriculum Institute with its highly regarded Professional Development Pathway where you will find some of the best and most practical training and support available. Opportunities for career development, including into teaching, will be made available for colleagues in our Trust schools.

Huddersfield Road, Mossley, via Ashton-under-Lyne, Greater Manchester OL5 9DP

Tel: 01457 832491/833031 Email: admin@mossleyhollins.com

Mossley Hollins High School Website – www.mossleyhollins.com

Tame River Educational Trust Website – www.tret.org.uk

Headteacher: Mrs A. Din

Chief Executive, Tame River Educational Trust: Mr D. Duncan

11-16 Community School NOR 883

Mossley Hollins High School is currently in the process of converting to an Academy. This role will be affected by the transfer, meaning that the successful applicant will transfer to the Academy, along with all other school staff. The conversion to an Academy will be undertaken in accordance with the DfE and legal requirements.

Mossley Hollins High School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies. It is an offence to apply for this role if you have been barred from engaging in regulated activity relevant to children