



- Post:** HR Assistant
- Hours:** Part Time – 22.5 hours per week to be worked over 5 days, although some flexibility may be possible  
52 weeks but willing to consider term time including inset days plus agreed extra weeks
- Salary:** FTE £23,000 - £26,500 pa depending on experience, pro rata
- Contract:** Fixed Term – 12 months with possible extension
- Start date:** ASAP subject to pre-employment checks

This is an excellent opportunity to join the HR team at Glenmoor & Winton Academies supporting the team with recruitment, payroll and general HR administration.

HR has recently formed a cluster within our Bournemouth and Poole cluster of schools which includes Avonwood Primary, Avonbourne Academies, Glenmoor & Winton Academies and The Cornerstone Academy and are part of England's biggest Multi Academy Trust, United Learning.

This role is suited to someone with HR experience, outstanding administrative and communications skills, who is confident and able to provide clear and concise instruction and guidance.

**In addition to the above attributes the successful candidate will:**

- be efficient and a highly motivated professional
- be able to assist in delivering a high-quality service to our Academies
- be highly competent in the use of IT and Microsoft packages and have experience working with HR systems.
- have the ability to organise, prioritise and be flexible
- be resilient, resourceful and have high expectations
- enjoy working as part of a hardworking team

Closing date: Midnight on Sunday 03 March 2024

Interviews: w/c 04 or 11 March 2024

**Principal:** Mr Leon Lima

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**Glenmoor & Winton Academies**

High Achievement – High Standards

Part of United Learning

United Learning are an equal opportunities employer and welcomes applications from all suitably qualified candidates.

The Academies are committed to safeguarding and promoting the welfare of children, therefore all applicants must be willing to undergo child protection screening, including checks with past employers and an Enhanced Disclosure via the DBS. To comply with the Immigration, Asylum and Nationality Act 2006, all prospective employees will be required to supply evidence of eligibility to work in the UK.

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**HUBS**

**Sparx Maths**