

Our vision is to become a beacon of educational excellence, transforming the lives of the individuals and communities we serve

HR Assistant

Reference Number: SCCG2174

Salary: Salary £19,970 per annum with incremental progression to £22,715

Advert Closing Date: Midnight on Sunday 17th January 2021

Interview Date: Thursday 21st January 2021

Location: Pendleton Sixth Form College

Contract Type: Fixed Term until 31st December 2021

Hours per Week: 37



The Role

An opportunity has arisen to join our friendly and enthusiastic HR team in an interesting and varied role as one of our valued HR Assistants. Our team's vision is to provide an efficient, professional and customer focused HR Service, supporting the SCC Group in attracting, recruiting, developing, & retaining the best talent as well as being a great place to work.

The successful candidate will be responsible for all essential administration relating to HR and be the first point of contact for staff queries. Working alongside others, you will be involved and provide assistance with:

- Recruitment & on-boarding processes
- Contracts & contractual changes
- Providing general advice & guidance with regards to our employment policies
- Generating reports and data sets
- Organising College wide training & events

If you would like an informal discussion regarding the role please contact Kelly Mason Head of HR and Organisational Development 0161 631 5559.

The Person

We are looking for someone with excellent customer service skills who will enjoy adding value to the work of the team and the College as a whole. As a diverse and challenging role, we need someone who is flexible, proactive and who can prioritise a busy and varied workload. You must have experience of working within a busy office environment, preferably within HR, have excellent IT skills and be able to communicate with a wide variety of stakeholders.

About Us

To apply for this job, please complete the registration and online application form via our [website](#).

For more information, please visit our [website](#) and [twitter](#) or if you have any queries regarding this vacancy please email HR@salfordcc.ac.uk

Reasons to Join Us:

- *A range of developmental & career opportunities*
- *Optional Salary Sacrifice Schemes for the latest technology, mobile phones & bikes*
- *Staff Benefits Package with the best discounts and savings from high-street retailers, holidays and cinemas*
- *Various health & wellbeing benefits including discounted gym memberships, confidential staff counselling and health cash plans*
- *Family Friendly & Flexible Working Policies*

Commitment to Safeguarding

As part of our safeguarding commitment we undertake DBS checks as part of our pre-employment procedures on all potential new employees. Appointees will be required to pay for their own DBS checks where applicable to the post.