**Administrative Assistant (HR)**

**Salary Range: Scale 4 (point 7-8); actual salary £11,175 - £11,363**

**20 hours per week**

**Term time (including 5 inset days)**

Cornelius Vermuyden School, is now under the leadership of the South East Essex Academy Trust ([SEEAT](https://seeat.org/)), in collaboration with Zenith Multi Academy Trust and Basildon Academies.  Together we are embarking on a significant phase of improvement and innovation. We are poised for a transformation and we need your expertise and passion to help with our journey.

We are looking for a highly organised and dedicated HR Administrator to join our team. You will play a crucial role in co-ordinating the day-to-day HR operations at Cornelius Vermuyden School, working closely with the School Business Manager. This role involves overseeing safer recruitment processes, maintaining employee records, ensuring compliance with statutory guidelines and supporting staff with HR and payroll-related queries. The successful candidate will have administrative experience, a keen eye for detail, excellent communication skills and a proactive approach to problem-solving.

**Why Choose Cornelius Vermuyden School?**

* Your work will be impactful and directly contribute to the uplifting and turnaround of our school, affecting lasting change in the community.
* **You will be** part of a dynamic team under the new Executive Headteacher from SEEAT, offering numerous opportunities for professional development and career advancement.
* **Competitive salary, flexible working, and a generous local government pension scheme (LGPS).**
* **A collaborative, friendly, and inclusive working environment.**

**Join us in September and be part of the change at Cornelius Vermuyden School. Let’s reshape the future together.**

Cornelius Vermuyden School is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders working in our school will be considered to work in Regulated Activity and will be required to have an Enhanced Disclosure from the Disclosure & Barring Service (DBS). In line with Keeping Children Safe in Education guidance, all shortlisted candidates may be subject to online searches that may include social media. For further information please contact the Headteacher’s PA, Adele Beckman, at [abeckman@corneliusvermuyden.com](mailto:abeckman@corneliusvermuyden.com)

Closing date: Sunday 7 July 2024, midnight

Interviews expected to be held w/c 15 July 2024