



St George's Academy

“Aiming high to achieve excellence for all”

Assistant HR Administrator

Salary:	NJC Scale 3, pts 5-6 £24,790 to £25,183 per annum fte
Hours:	Full / part time considered Up to 37 hours per week and 52 weeks per year Consideration will be given to part time hours and / or reduced working weeks for the right candidate (Usual full time working hours are 8.30am to 4.30pm with a finish of 4.00pm one day per week, to be agreed dependent on Academy needs).
Contract Basis:	Permanent
Closing Date:	9am on Wednesday 6 August 2025

We currently have an exciting opportunity for a customer focused Assistant HR Administrator to join the existing Corporate Services team within St George's Academy.

Reporting to the HR Manager, you will be responsible for providing effective administrative support for specific aspects of HR for the Academy.

Key elements of the role will include responsibility for:

- Assisting with the administration of general recruitment tasks such as preparing interview packs for the interview panel and making associated arrangements for interviews such as booking rooms, arranging refreshments and providing a meet and greet contact for candidates.
- Assisting with the running of interviews as required.
- Supporting with the administration of the Academy's new starter process. This will include taking a lead role in requesting and verifying references.
- Assisting with the administration of the Academy probationary period process.
- Assisting with the creation, maintenance and archiving of all HR files (electronic and paper).
- Assisting with preparing and responding to reference requests for existing staff members.
- Supporting the HR Manager in the preparation of documentation and arrangements for holding employee relation meetings where required.
- Attending Employee Relations meetings (i.e. disciplinary, sickness management etc) to take minutes where required.
- Assisting the Payroll & HR Administrator in providing effective administrative support for a range of payroll processes on an ad hoc and as need basis.

You will be required to have experience of providing Administrative support in a busy office and customer focused environment. An understanding of and / or experience of working in a HR / recruitment administrative role is desirable but not considered essential.

You will have good working knowledge of Microsoft Office, in particular Excel, Word, Power Point, mail merge as well as other ICT packages and an understanding of filing, storage and archive systems. In addition, you will have experience of working to deadlines and in adapting quickly to changing circumstances.

The ideal candidate will hold an NVQ Level 2 in Business and Administration or be able to demonstrate equivalent experience.

If you would like to join a very friendly and supportive team in an Academy of enthusiastic and dedicated staff, then we would be delighted to hear from you.

Further details including the job description for the role and application forms are available from our website at www.st-georges-academy.org. Please note that CVs are not acceptable.

Should you have any questions or wish to arrange an informal visit to the Academy, you can contact us by email to jobs@st-georges-academy.org or by calling 01529 301162. Informal visits are welcomed to all roles and can be offered outside of core school hours where this would be helpful.

St George's Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service. Additional employment checks will also be carried out for all roles in accordance with "Keeping Children Safe in Education Statutory Guidance for Schools and Colleges".