



HR & Admin Assistant

Scale 5, Spine points 12-15 £31,716 - £33,204 All year round

We are looking for a HR & Admin Assistant to join the WCL Federation. Our federation vision is to create an excellent and inclusive school community where children thrive and strive to become the best version of themselves. Staff and governors are united in their passion and commitment to ensuring our pupils are given the opportunities, motivation and direction they need in order to succeed. Our pupils are happy and confident young people, who are proud of their achievements and want to excel.

The WCL Federation is a diverse and vibrant community; we benefit from a rich variety of cultures and traditions. The federation is made up of Woodmansterne School & Sixth Form and Crown Lane Primary School. As a new federation, we are looking to extend our team and employ exceptional staff who share our values and determination to ensure that WCL pupils receive an excellent, inclusive education.

We are looking for an excellent HR & Admin Assistant with:

- experience of working in a busy school office environment in an HR admin/clerical role;
- Good IT skills especially Microsoft Office Word, Excel and Outlook ;
- Experience of note taking of minutes at formal meetings ;
- A flexible, "can do" approach with the ability to show initiative in a range of situations ;
- Ability to communicate effectively verbally and in writing;
- Ability to interact positively with colleagues, both current and prospective and be helpful and patient;
- Able to follow direction and work in collaboration with Executive Headteacher and Heads of Schools;
- Capable of prioritising workload and use initiative where appropriate;
- Well organised, methodical and accurate;
- Commitment to the highest standards of child protection and safeguarding;
- Commitment to the school's ethos, aims and its whole community.

The successful applicant will work across both schools, so the ability to move between sites is essential.

Our strong and experienced leadership team are committed to providing an exceptional and enriching education for all our young people.

Closing date: **9am, Monday 8th July**

Interviews: **Week Commencing 15th July**

To start: **September 2024**

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

You can find out more about this post and our schools by visiting our websites www.woodmansterne.london and www.crownlane.lambeth.sch.uk where you will find our applicant pack and additional, essential information about our schools.

Please email your application to: recruitment@woodmansterne.london.

The WCL Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers or external agencies to share this commitment. Successful candidates will be asked to apply for an Enhanced Disclosure and Barring Service check. Further information can be found at www.gov.uk. The WCL Federation is an equal opportunities employer and particularly encourages applications from Black, Asian and Minority Ethnic candidates, as these groups are underrepresented throughout the education system nationally.