HR Assistant

37 hours - Permanent – All year

SSP10 £27,733pa

Join our team as a HR Assistant at JLC in January 2027!

At John Leggott College, we believe our people are our greatest asset. We're looking for an enthusiastic and highly organised HR Assistant to join our friendly and dedicated HR team. This is an exciting opportunity to play a key role in supporting the employee journey from recruitment through to employment, helping to ensure colleagues receive an outstanding HR service.

Whether you already have HR experience or are an experienced administrator looking to take your first step into the profession, this role offers excellent exposure to a broad range of HR activities and the opportunity to develop your skills within a supportive environment.

The Role

As an HR Assistant, you'll be at the heart of our busy HR function, providing professional administrative support across all aspects of Human Resources.

You'll support recruitment and onboarding processes, coordinate pre-employment checks, prepare contracts and employment documentation, maintain employee records, assist with payroll administration, and help ensure compliance with employment legislation and safeguarding requirements.

Working closely with managers and colleagues across the College, you'll play an important role in delivering an efficient, customer-focused HR service while maintaining the highest levels of confidentiality and accuracy.

No two days are the same, making this an ideal role for someone who enjoys variety, problem-solving, and working with people.

Why Join Us?

At John Leggott College, our people are at the heart of everything we do. We are proud of our supportive culture and commitment to staff wellbeing, professional development, and excellence in education.

We can only shortlist candidates who have completed an application form and submitted the application to humanresources@leggott.ac.uk

If you have any questions or need any further information, please feel free to contact the HR Team on 01724 700195 or email humanresources@leggott.ac.uk

The closing date for applications is **20th November 2026**

Interviews will be held on **26th November 2026**

The interview process will begin with practical tasks in the morning. Candidates who are successful at this stage will be invited to attend a formal interview later in the afternoon.

John Leggott College has a strong commitment to Equal Opportunities, Safeguarding and promoting the welfare of young people and expect all staff to share this commitment. All posts are subject to an enhanced check by the Enhanced Disclosure clearance through the DBS and other checks may be required.