



HR Administrative Assistant **SCP6 £16,352 to SCP11 £18,054** **37 hours per week, TTO+ 5**

Appleton Academy is part of the Exceed Academies Trust, which currently consists of seven academies; five primary schools, an all-through primary-to-secondary school and an alternative provision academy. The Trust has an excellent reputation within Bradford and beyond, and an outstanding record of accomplishment of supporting staff in developing their careers. An exciting element of the Trust is our two Teaching Schools, as well as a SCITT, responsible for teacher training.

The Academy itself is an all-through learning environment for pupils aged 3 to 16 and our building provides a wonderful environment for lifelong learning, in South Bradford. We are looking for a HR Administrative Assistant to join our office team. The HR Administrative Assistant will be based with the PA to the Principal and will provide excellent HR support to the Senior Leadership Team by working closely with managers to plan, prepare and recruit teaching and support staff for the Academy. The HR Administrative Assistant will also be involved in recruitment checks and staff attendance, as well as writing letters and communications on behalf of the Senior Leadership Team.

The successful candidate will be an outstanding communicator, have a high level of accuracy and attention to detail, and be able to plan and organise their own workload. As well as working on their own initiative, the HR Administrative Assistant will be flexible and able to respond to the needs of the Academy.

The role will be varied and interesting, this is a fantastic opportunity for someone that likes dealing with people on a daily basis. If you have experience of recruitment, staff attendance, or you are an outstanding administrator with a desire to learn and understand these processes and looking to take the next step in your career, we would welcome your application. The role would suit a senior administrator, from a school or office background, who is looking to develop their knowledge and skills in HR, with the support of a highly experienced and professional HR team based at the Multi-Academy Trust Head Office.

The successful candidate will:

- work closely with the Senior Leadership Team and PA to the Principal to assist in the recruitment of new staff
- undertake the relevant pre-employment checks
- process payroll administration
- support the School Administration Officer with staff attendance management

We can offer:

- Opportunities to learn about all aspects of HR in a school
- Opportunity to build your own systems and processes
- A supportive office team and a Senior Leadership Team that will value your support
- A permanent contract following a six-month probationary period



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Duncan Jacques Chief Executive Officer

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If you feel you are up to the challenges ahead and would like to share in our continued success, then please e-mail recruitment@appletonacademy.co.uk to request an application pack or for an informal discussion regarding this opportunity please contact Louise Stratford on 01274 600550. Further details will also be on our website at www.appletonacademy.co.uk.

Interested candidates are requested to apply online for this post via Prospects Online at www.prospectsonline.co.uk. Please ensure you read the application details and check you meet the criteria before completing an application form via the 'Apply Now' button.

Closing date: Monday 23 September 2019 – 9.00am

Shortlisting: Week Commencing Monday 23 September 2019

Interview: Wednesday 2 October 2019

Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to an enhanced DBS check as well as successful completion of a probationary period.