

Job Title: HR Assistant

Salary range: Scale 6 and spinal point 18 £31,444 to spinal point 22 £33,539 Inc. London weighting
(Pro rata £29,348 to £31,303)

Contract: Permanent

Hours of work: 36 hours per week

Working weeks: 42 weeks

Location: Alperton, London

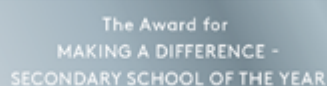
Aspire | Commit | Succeed

We are a large, mixed, 11-18 academy with over 350 students in our sixth form. Due to our increased popularity as a school, we expanded our roll in 2018. Alperton Community School is an inclusive school with a student intake that reflects a wonderfully diverse and vibrant local community. Our students are very well behaved, work hard and are ambitious to succeed. Our most recent Ofsted inspection in July 2021 graded our school as Good "Pupils like coming to school and they enjoy their lessons"; "Pupils can focus because they feel safe"; "Leaders' expectations of all pupils are high"; "Pupils behave well in school. They focus on their learning in lessons. Pupils follow teachers' instructions and listen to one another".

Student progress at GCSE and A Level has been above national averages for many years with disadvantaged students performing well above national averages. Our progress 8 score has been consistently "above average". We also see high numbers of our students' progress to Oxbridge and Russell Group Universities. Student attendance and the percentage of students who remain in education, employment or training are also well above national averages.

Recent awards include the 2022 Pearson "Making a Difference" Award; the school was recently shortlisted for the TES School of the Year and won the TES Maths Team of the Year. We are also one of only four schools in the country to hold the Platinum Professional Development Mark.

This is an exceptional opportunity. It will offer the successful candidate a friendly, highly supportive and committed working environment within a culture of success and professional growth. The school offers excellent support for ECTs in their induction year.



The Role

Alperton Community School is seeking to appoint a HR Assistant to work closely with the HR Team to provide a comprehensive HR service. This role is a generalist position and will give the successful candidate an opportunity to develop in different areas.

School days are busy and the position requires excellent all round administrative skills, including attention to detail and forward planning. The candidate will be required to deal with end to end recruitment, HR queries, as well as ensuring that staff files are up to date and support the Admin team as needed by the school. This post will provide an excellent opportunity for an individual seeking to gain experience across a wide-range of HR functions.

The Person

We are seeking an enthusiastic and confident person with exceptional administrative skills.

The successful candidate will:

- Oversee and assist with day to day operations of the HR functions and duties.
- Maintain a high standard of HR administration and support in accordance with HR Policies and Procedures
- Be responsible for maintenance of employee records and data
- Be able to work autonomously and manage HR duties such as, Recruitment, Staff Absence, School Workforce Census and UKBA
- Maintain a positive image and have a proactive approach, providing support to all as required.
- Be able to work well under pressure.

The Benefits

Continuing Professional Development (CPD)

Employee assistance programme

Cycle to work scheme

Pension scheme

Health insurance

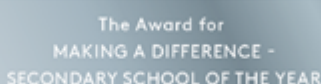
Closing Date: 14 April 2024

Assessment & Interview Date: week commencing, 22 April 2024

To apply, please visit our [vacancies page](#). Completed application forms may be emailed to: hr@alperton.brent.sch.uk.

Supplementary Information

We are committed to safer recruitment and safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We are an inclusive community school and encourage applications from all sections of the community.



SILVER AWARD



Successful candidate(s) will be required to undertake an Enhanced and Barred Disclosure and Barring Service (DBS) check.

Please note CVs will not be considered as part of your application for this position.

Only successful candidates will be notified. If you do not hear from us within 14 days of the closing date, please assume that you have been unsuccessful on this occasion.



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The Award for
MAKING A DIFFERENCE -
SECONDARY SCHOOL OF THE YEAR

SILVER AWARD

