

# EXTERNAL ADVERTISEMENT

## HR ASSISTANT

Post Title	<b>HR Assistant</b>
Place of Employment	<b>Shirebrook Academy*</b> Aston Community Education Trust
Hours of Work	<b>25 hours per week, term time plus 5 days (including 5 INSET days)</b>
Salary	<b>Band D points 5 - 6 (£19,312 - £19,698)</b> <b>Pro-rata salary £11,693 - £11,927</b> (plus an additional 1 week of pay if the appointee has 5 years or more continuous service with a Local Authority)
Appointment	<b>Temporary to 31.08.2022 when the provision will be reviewed</b>

An opportunity has arisen for a dedicated and skilled HR Assistant to join our busy administration team. The post-holder will provide a highly professional and efficient service, responsible for the provision of a support to the HR Manager in line with the Academy's policies and procedures. The role is based at Shirebrook Academy but may involve working at other local academy locations subject to the development of the Trust.

The successful candidate will:

- Have experience of working in an administrative/HR role
- Have excellent communication skills
- Possess personal integrity, approachability and the ability to discuss sensitive and confidential issues with staff
- Be able to work independently and with initiative
- Have a pragmatic approach
- Have good word processing skills
- Be energetic, well-motivated and flexible
- Have a professional manner and plenty of common sense

For further information and to apply, please visit

<http://www.shirebrookacademy.org/information/vacancies/>, or contact Julie Stott if you have any difficulties at [jstott1@shirebrookacademy.org](mailto:jstott1@shirebrookacademy.org). The closing date for applications is 9:00am on Monday 31 January 2022.

Interview date to be confirmed.

We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may face. This post involves working with children and therefore if successful, you will be required to apply for a disclosure and barring services check at an enhanced level. Further information about the Disclosure Scheme can be found at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)

ACET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please note if you have not received a reply within three weeks, your application has been unsuccessful.