



HR Assistant

Salary: Local Government Terms and Conditions. NJCE Grade 3, point 5 to 9
FTE Salary £23,500 - £25,119
Actual Salary £21,620 - £23,109
Term Time (plus two weeks)
Working hours: 35 per week, Monday to Friday
Contract: Permanent

Come and join our amazing team!

Abbot's Lea School is a large and highly successful special school educating nearly 300 students age 3-19, who, in order to thrive and achieve their full potential, due to their Autism and associated complex learning differences, require a highly personalised teaching and a significant degree of multidisciplinary specialist support. The school's vision is to be the International Centre of Excellence for Autism Education, Research and Professional Development.

This is an exciting and varied role in a busy environment. As HR Assistant you will play a crucial role in providing administrative support to our HR Manager while assisting in various HR functions. You will work closely with School Business Support Team to ensure smooth operations and contribute to the implementation of HR policies and procedures across the full employee life cycle within the school.

You must have effective communication and interpersonal skills, with strong attention to detail and accuracy, and possess a solid understanding of HR practices and principals.

You will be expected to maintain confidentiality and handle sensitive information with discretion whilst having the flexibility to adapt to changing priorities and work in a fast-paced environment.

All support, guidance and great future career prospects will be available to the successful candidate.

For the post advertised, you must:

- Meet the Person Specification criteria
- Be able to meet key accountabilities set out in Job Description
- Have exceptional and adaptive communication skills
- Have excellent organisational skills – for yourself and others
- Be able to use ICT effectively

If you would like further information about the role or would like to visit prior to application contact recruitment@abbotsleaschool.co.uk

Timeline of recruitment

| Day/Date/Time | Activity |
|-----------------------|---|
| Tuesday 26 March 2024 | Advert live |
| Monday 15 April 2024 | Closing date (we may close this vacancy early, subject to suitable candidate applications). |
| Tuesday 16 April 2024 | Shortlisted candidates informed |
| Tuesday 23 April 2024 | Selection Day at Abbot's Lea School, Beaconsfield Road, Woolton, Liverpool, L25 6EE |

To obtain the information about the post, please visit our website:

www.abbotsleaschool.co.uk/vacancies

***Positions are subject to Safer Recruitment checks, including an enhanced DBS check.
Applicants must be eligible to work in the UK.***