

VACANCY

HR Assistant



Barr Beacon School, Old Hall Lane, Walsall, WS9 0RF

37 Hours | Monday to Friday | Term Time Only + 1 Week

Start Date: January 2024 | Pro Rata Starting Salary: £20,652.05 (FTE £23,410)

The role:

Are you a self-motivated and enthusiastic individual? Do you have organisation and administration skills of the highest standard? If so, **Barr Beacon School** may have the perfect opportunity for you. We are seeking to appoint a **HR Assistant** to provide administration involving HR processes within the school, working closely with the HR Manager and Headteacher's PA. Some of the key responsibilities will include being responsible for assisting with employment checks for new employees, recording and monitoring sickness absence and undertaking typing, word processing and IT based tasks.

About you:

The successful candidate will play an important part in the life of the school community and will need the ability to handle highly confidential information. Key skills for the role will include:

- Having experience of working within a similar administration or HR role;
- Knowledge of staff employment checks and interview processes;
- Having a keen interest in HR and a willingness to learn;
- Ability to be organised and efficient within a fast-paced working environment.

Please see job description for full list of skills, requirements and duties.

About us:

Barr Beacon School has a shared belief that no child should fail and our high standards and expectations ensure our pupils strive for success. As a highly successful school, we have a commitment to exceptional teaching to provide the best possible education for our students. The successful candidate will have access to excellent professional development opportunities within our Academy and across the wider Matrix Academy Trust.

To apply, please complete our application form available from www.matrixacademytrust.co.uk/vacancies/
Applications are to be emailed to Khibbs@barrbeaconschool.co.uk

Application Deadline: 11th December 2023

Safeguarding Notice:

Matrix Academy Trust is committed to safeguarding and promoting the welfare of children. All appointments are subject to an enhanced DBS clearance and preemployment checks in accordance with Keeping Children Safe in Education