

Vacancy – HR Administrative Assistant/Receptionist

We are seeking to appoint a professional Administrative Assistant (Human Resource Focused) and Receptionist, on a term time only basis.

The successful candidate will be cheerful and welcoming to pupils, staff, parents and visitors and be able to support a busy school reception. You will have excellent verbal and written communication skills, be extremely organised and able to offer high quality administrative support. You will be positive, collaborative and an effective team player, striving to support our culture of excellence.

At Ousedale School, our commitment to 'Be Kind, Work Hard, Succeed Together' underpins everything we do, inspiring our students to aim high, take ownership of their learning and treat each other with respect and compassion.

In return, you will join a welcoming and inclusive school community, and will have access to a range of benefits including; an occupational pension scheme, staff wellbeing package, access to staff social events, on site gym, excellent CPD opportunities, complimentary tea and coffee, on site parking, employee of the term and weekly recognition.

The hours of work will be Monday to Friday 8.30am – 1.00pm (4.5. hours per day).

8.30am – 9.30am: Receptionist

9.30am – 12.30pm: HR Administrator

12.30pm – 1.00pm: Receptionist

Salary: OA4 £25,603 - £26,577 FTE

£13,019 - £13,515 based upon 22.5 hours per week

If you are interested in this role, we would love to hear from you. Please apply via My New Term, CV's will not be accepted.

<https://mynewterm.com/jobs/137052/EDV-2024-OS-09037>

We will review all applications on receipt and reserve the right to withdraw the vacancy early should we find a suitable candidate sooner.

The school is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post. The post will be subject to the disclosure of criminal records and shortlisted candidates will be required to complete a self declaration of criminal record form in advance of attending an interview. In addition, online checks will be completed in line with Keeping Children Safe in Education.

Closing date: Midday 29th May 2024