



HUMAN RESOURCES ADMINISTRATOR – OCTOBER 2022

HR is changing at Ackworth School and we are expanding our HR team to focus on our people plan by placing our employees at the forefront so that we are able to deliver the best education we can for our pupils.

We are looking to recruit a Human Resources Administrator to support the Head of HR in providing a first class service in this all through school. The role would suit someone who is confident with HR administration and is able to provide some first line advice. High levels of compliance are essential in our sector so someone who has come from a highly compliant employer, though not necessarily education, would be an ideal match. Your HR skills and attention to detail are far more important and full training and guidance will be given as you will work closely with the Head of HR and other departments such as Finance, Marketing and academic support staff.

Ackworth School is steeped in history. We started as a school in 1779 and are often known locally as "the Quaker school". We have a traditional feel and our ethos is firmly founded in our Quaker roots but we equip our pupils to face the modern world, educating children from countries all round the world as well as day pupils much closer to home in Barnsley, Wakefield and Pontefract.

If you would like to be part of our inclusive school and small team then visit our website for a detailed job description and person specification.

In return we offer:

- a competitive salary and generous fee remission of 50% for the children of our staff.
- all food and refreshments during the working day.
- access to sports facilities, new fitness suite and pool.
- free on-site parking.
- flexible pension and health benefits including employee assistance programme
- a supportive and friendly environment based on the Quaker ethos of the school.
- a committed parent community which plays an active part in the school.
- a beautiful working location in an ideal location within easy travelling distance of the main centres of Sheffield, Leeds, Doncaster and York.

The working hours are 37.5 per week with flexibility on start and finish times. Whilst this is a full time role, applications will be considered for job share and a shorter week or term time plus working. The FTE salary range for the role is £22,000 to £24,000.

To apply, please complete an academic application form which can be downloaded from the school's website. Sorry, we do not accept CV's. <https://www.ackworthschool.com/staff/careers/>

Applications should be sent to:

jobs@ackworthschool.com

Joanne Colley
Ackworth School
Pontefract Road
Ackworth
Pontefract
WF7 7LT

The closing date for applications is Tuesday 4th October at 9.00am.

Please take time to read the school's recruitment process document in order that you are clear about the process and expectations in line with safer recruitment. Applicants should read carefully the Recruitment, Selection and Disclosure Policy. Our recruitment privacy notice is also available on our website within "Working For Us". Please take time to read the school's recruitment process document in order that you are clear about the process and expectations in line with safer recruitment.

Ackworth School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and all applicants will undergo child protection screening, including checks with past employers and an enhanced DBS and Barred list check with Disclosure and Barring Service. Applicants should also be in sympathy with the School's Quaker ethos.

Candidates are required to complete a school application form as part of the process. This can be downloaded from the website at www.ackworthschool.com. CV's cannot be accepted. Further details are on the school's website.

<https://www.ackworthschool.com/staff/careers/>