

HR Assistant

School:	Oxted School	Posted:	3rd April 2025
Location:	Bluehouse Lane, Oxted, Surrey RH8 0AB	Expires:	22nd April 2025 11:59 PM
Contract Type :	Permanent	Start Date:	As Soon As Possible
Salary:	£24,332.00 - £29,289pa	Job ID:	1476495
Hours:	Full Time	Job Reference:	THPT - HR Assistant (OXT)



About this Role

This role is full-time, permanent role, working 36 hours a week, 52 weeks a year.

We have an exciting opportunity for a HR Assistant to join our growing HR team, based at Oxted School within The Howard Partnership Trust. This role is responsible for the day-to-day administrative support to ensure the smooth operation of HR processes.

Reporting to the HR Partner, you will be responsible for key HR functions, including recruitment, employee onboarding, and payroll administration. Strong communication and organisational skills are essential for this role. Whilst this role is based at Oxted School, you will be working for other schools within the Trust.

This role is well-suited for someone with HR experience who is looking to further develop their career. The successful candidate will benefit from mentorship from a team of HR professionals, with training provided in post and potential support for professional qualifications.

Working in a school environment is desirable but is not essential.

No Agencies please

All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.

The Howard Partnership Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.

All applicants must be able to provide evidence of their Right to Work in the UK prior to commencement of employment. As part of our need to comply with UK immigration rules, you will be required to provide Home Office stipulated documentation prior to interview.

As well as verification of identity, we ask all successful candidates to undertake an enhanced DBS disclosure. In line with Keeping Children Safe in Education (KCSIE) guidance, we may also conduct an online search about any shortlisted candidates as part of our due diligence to identify any matters that might relate directly to our legal duty to meet safeguarding duties, in accordance with Keeping Children Safe in Education (KCSIE).

SAFEGUARDING AND FURTHER INFORMATION

The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).

The Howard Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Safeguarding Statement:

Employment is subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS). The Howard Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment".