



HR ASSISTANT

Salary: Up to circa £24k depending on experience

Avanti Schools Trust is a fast-growing Multi Academy Trust currently running five schools based in London and a sixth in the midlands. We also have two further schools approved for opening. All Avanti schools provide pupils with an outstanding education rooted in the inclusive and distinctive Avanti Schools ethos of educational excellence, character development and spiritual insight. This role will be based in the Trust Head Office and will be supporting the HR team.

The Role:

Are you an HR Administrator looking for your next role?

Are you proactive and thrive in a busy environment?

An exciting opportunity for an HR Assistant to join the Avanti family, offering a fantastic opportunity to the right candidate.

You will be supporting the HR Director in the day to day operations, with opportunities to be involved with and assist in the recruitment process as well as supporting casework.

Ensuring documents for new hires and resignations are actioned as well as proactively dealing with HR queries, you will be a primary contact for all schools.

The Ideal Candidate:

You will have a passion for working with people and a solid grounding in an administrative role, ideally within HR. You will need to be professional, highly organised and confident. Excellent written and verbal communication skills, ability to gain trust and forge strong relationships is also essential along with strong IT skills, at least intermediate level on Word, Excel and PowerPoint.

Applying

- 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.

- Avanti Services Limited is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. All successful candidates are required to have an Enhanced DBS check unless internally appointed and still within the cycle of DBS re-checks.
- We welcome applications from both men and women of all ages from any background and from candidates with disabilities.
- The closing date for receipt of applications is **Friday 2nd February 2018**. Interviews will be held week commencing **12th February 2018**.
- Application forms can be downloaded at www.avanti.org.uk/careers and must be submitted by the closing date above to careers@avanti.org.uk once fully completed. The successful candidate will be required to sign the application declaration on appointment.
- Any appointment subsequently made will be subject to the receipt of satisfactory references and other pre-employment checks.

NOTE: The aim of this job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the line manager or nominated representative in consultation with the post-holder to reflect the changing needs of the Trust.