



GRAVESEND GRAMMAR SCHOOL ACADEMIES TRUST



HR/PERSONNEL ASSISTANT

37 hours per week, 38 weeks per year (term time only) plus 5 weeks holiday pay
Salary range: £17,826-£19,608 pa pro rata, (actual salary £14,700-£16,170)

Gravesend Grammar School Academies Trust (GGSAT) is looking to appoint a Personnel/HR Assistant with excellent ICT and interpersonal skills to work across the Trust at both Gravesend Grammar School and Whitehill Primary School.

The successful applicant will be required to undertake a broad spectrum of personnel related matters including administering the recruitment process, preparing and maintaining employee files and records. It is likely that the role will also involve covering for the Headteacher's PA at both schools in their absence. Previous HR and SIMS experience is desirable, together with a good working knowledge of Word and Excel.

All applicants must be willing to undergo child protection screening, including checks with past employers and an Enhanced DBS check with the Disclosure and Barring Service.

Further information and application forms are available by contacting Judith West at Gravesend Grammar School – westj@gravesendgrammar.eu

Closing Date: Monday, 12th March 2018

The Trust is committed to safeguarding and promoting the welfare of children