

Name of School	Somerset Road Education Trust
Job vacancy title	Human Resources Assistant
Address	Exeter House Special School Somerset Road Salisbury Wiltshire SP1 3BL
Telephone number(s)	HR Office: 01722 420699 / School Office: 01722 334168
School email address	hr@sret.uk
Salary range	Grade E-F £10.21 to £11.50 per hour Actual salary: £15,400 to £17,352 per annum
Hours	32.5 hours per week (term time only plus 2 weeks = 40 weeks) 8.15am to 3.00pm (Mon,Tue,Thu,Fri) 8.15am to 4.15pm (Wed)
Contract type	Permanent
Commencement date	October 2021
Advertisement closing date	Tuesday 28 September (12 noon)
Interview date (if known)	Thursday 7 October 2021

Somerset Road Education Trust (SRET) is a Multi Academy Trust of three schools in Salisbury. It is made up of Wyndham Park Infants' School, St Mark's CofE Junior School and Exeter House Special School. A resource base provision has recently been placed in both St Mark's and Wyndham Park School. We are community-based Trust where inclusion and pupil outcomes are key.

We are looking for an HR Assistant to join our team. The role is admin based and will support the HR Officer with the administration side. This will include, but is not limited to:

- Co-ordination of training and accurately recording of training records across the Trust.
- Ensuring all employees' details are up to date and administered correctly.
- Liaising with the HR Officer with regard to all aspects of recruitment and the creation of employment contracts.
- Assisting with payroll and staff sickness paperwork.
- Co-ordinating meetings.
- Liaising with key personnel across the 4 sites within the Trust (includes Vocational Centre in city centre).
- Manage enquiries from employees.

We need you to have:

- Excellent administration skills.
- A keen interest in Human Resources.
- A diplomatic and approachable nature.
- Enjoy working with people.

In return we can offer you:

- An enjoyable place to work.
- Term time only plus 2 weeks working with a competitive pensionable salary.
- Leisure facilities at reduced rates.
- Employee Wellbeing Service.

This is a new additional role within the centralised HR Services which incorporates the three schools in the Trust. The ideal candidate will need to have meticulous attention to detail and a resilient character as this is a busy role. We are looking for someone with entry level HR experience, who is comfortable working alone as well as within a team. Confidentiality and discretion are the most important aspects of this role.

Tours of the site are warmly welcomed and encouraged. Please telephone Tracey Allman, SRET HR Officer, on direct line: 01722 420699 or school office: 01722 334168 if you would like to look around.

If you are interested in this post an application pack can be downloaded from Somerset Road Education Trust website at www.somersetroaeducationtrust.uk/, alternatively please contact Tracey Allman, on 01722 420699 or email hr@sret.uk.

Please note we do not accept CVs.

Somerset Road Education Trust (SRET) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.