

**ASH MANOR SCHOOL**  
**MANOR ROAD, ASH, SURREY, GU12 6QH**  
**Tel: 01252 353900**  
**NoR: 1060**  
**Head Teacher: Ms A Bailey**



## **HUMAN RESOURCES AND ADMINISTRATION ASSISTANT**

**Surrey Pay Grade S5 £21,943 – £24,184 FTE, (Actual £20,144 - £22,202)**

**36 hours per week, 42 weeks per year**

Ash Manor School is a successful 11–16 mixed comprehensive judged as 'Good' by Ofsted in its most recent inspection and is now on a journey to becoming outstanding.

We are looking to appoint an experienced, organised, highly professional and flexible individual to join our friendly and supportive school in assisting with Human Resources and Administrative duties within the school. We welcome interest from individuals who are innovative, dynamic and committed. The ideal candidate will have the ability to prioritise workloads, work with tight deadlines, establish and maintain effective working relationship with staff and be the first point of contact for all HR queries.

Responsibilities include:

- To maintain confidential, secure and accurate personnel records and systems in accordance with approved regulations and practice.
- To provide an efficient recruitment and administrative service ensuring that school practices meet safer recruitment requirements, including DBS checks and registers.
- Organise and obtain necessary work visas.
- Support main and student reception.
- Manage school letting.
- General administration.

In return we will offer you:

- A professional, hardworking and supportive team of staff with the capability and desire to raise student achievement even further
- Enthusiastic students who are willing to learn and are proud of their learning environment
- Opportunities for further professional development
- Child Care Voucher Scheme
- Extra-curricular sporting facilities for staff
- A caring and supportive working environment within a vibrant school community

Potential applicant visits are welcomed. Visit [www.ashmanorschool.com](http://www.ashmanorschool.com) > Vacancies. Applications to be sent to [recruitment@ashmanorschool.com](mailto:recruitment@ashmanorschool.com).

***Closing date: Monday 29<sup>th</sup> November 2021***

The school reserves the right to close the advert prior to the stated closure date therefore early applications are recommended.

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for this role.*