



The Castle Partnership Trust
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THE CASTLE SCHOOL

Wellington Road, Taunton, Somerset TA1 5AU

Tel: 01823 274073

www.castleschool.co.uk

Human Resources (HR) Assistant – 20 hours per week, term time only

The Castle School is looking to appoint a part time HR Assistant to provide HR and administrative support with the school payroll, recruitment and personnel functions. This is currently a part-time post of 20 hours per week for term time plus INSET days (39 weeks per annum which is the equivalent of 44.263 paid weeks per year). The salary scale is Grade 13 on the School Support Staff Pay Scale (£9.21 - £10.43 per hour). This represents an actual starting salary of £8,155 per annum. Usual hours of work are expected to be 4 hours per day, Monday to Friday, but it would be helpful if applicants could be flexible in the way in which the weekly hours are worked in order to address peaks in workload at particular times.

A full job description and application pack is available on the school website

www.castleschool.co.uk

The closing date for applications is 9am on Monday 16 April 2018.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure & Barring Service (DBS) Enhanced Disclosure Certificate.