

# THE CASTLE PARTNERSHIP TRUST

Executive Headteacher: Sarah Watson



## The Castle Partnership Trust

ACHIEVE | BELONG | PARTICIPATE

### THE CASTLE SCHOOL

Wellington Road, Taunton,

Somerset TA1 5AU

Tel: 01823 274073

[www.castleschool.co.uk](http://www.castleschool.co.uk)

### COURT FIELDS SCHOOL

Mantle Street, Wellington,

Somerset TA21 8SW

Tel: 01823 664201

[www.courtfields.net](http://www.courtfields.net)

March 2018

Dear applicant

**Appointment of part time Human Resources (HR) Assistant at The Castle School**

Thank you for your interest in the above post. The Castle School offers a rewarding and positive environment in which to work and I hope that these details encourage you to submit an application.

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.

The primary role of this post is to carry out HR related tasks and to support the Assistant School Business Manager in carrying out HR responsibilities for the school. Examples of tasks required are:

- Providing support with all administrative tasks associated with the recruitment of staff
- To help prepare and ensure the accuracy of monthly payroll
- Maintain staff HR records and the school Single Central Record

We require someone who has a proven knowledge and experience of Microsoft packages including Word and Excel. In addition, you should have an excellent telephone manner, good communication and organisational skills, can demonstrate attention to detail, ideally with experience of working in a busy office, HR or school environment.

The most important thing for our children is their safety. We foster a culture of vigilance amongst staff, students and parents. We always listen to children and take their concerns seriously. The Castle Partnership Trust is committed to safeguarding and all staff have a duty of care towards our young people. All complaints and concerns are fully investigated. Please note that for posts working with children the successful candidate will be required to undergo Disclosure and Barring Service checks in line with the Local Authority and School Child Safeguarding Policy.

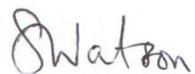
Applications should be emailed to [Recruitment@castle.somerset.sch.uk](mailto:Recruitment@castle.somerset.sch.uk) or posted to

Mr Rob Trowbridge  
Assistant Business Manager  
The Castle School  
Taunton  
Somerset  
TA1 5AU

The closing date for completed applications is **Monday 16<sup>th</sup> April at 9am**. Interviews will be held the week commencing the 23<sup>rd</sup> April 2018.

Best wishes.

Yours sincerely

A handwritten signature in black ink that reads "S. Watson". The signature is written in a cursive style with a large initial 'S'.

**Sarah Watson**  
**Executive Headteacher**

## **JOB DESCRIPTION**

**Job Title:** Part-time Human Resources (HR) Assistant

**Reports to:** Assistant Business Manager

**Grade:** 13

**Hours:** 20 per week; 39 weeks per year (term time plus INSET days)

### **Main Purpose of Job:**

To support high standards of teaching, learning and achievement for all students within the aims of the school by providing HR and administrative support.

### **Main Responsibilities:**

- Completion of payroll documentation for the payroll provider to ensure correct payment of salaries for all staff.
- Collation and processing of payroll documentation for correct payment of casual employees.
- Recording and checking of staff expenses and additional hours claim forms
- Assist in the organisation of staff recruitment, such as collating application forms, inviting shortlisted candidates to interview, seeking references and ensuring interviews run smoothly.
- Assist in the school induction process
- Provide documentation related to new staff appointments including contracts of employment, pension scheme membership.
- Maintain manual and electronic HR records for all staff.
- Ensure all staff have up to date employment contracts
- Monitor and chase pre-employment checks for new staff e.g. references, DBS clearances, occupational health clearance, Right to work in UK documentation etc.
- Assist with completion of staffing data returns, surveys and questionnaires as required.
- Monitor performance management returns
- Maintain safeguarding recording systems

- Creation/production of reports
- Creation of letters and other documents
- General administration including filing; updating and maintaining records; photocopying; faxing

## **Supporting Processes**

### Problem Solving & Creativity

- Works within described procedures and deals with day to day issues.
- Needs to deal with day to day problems, exchanging information, which may need some straightforward explanation.
- Significant number of interruptions and will determine own priorities on day to day matters in order to achieve deadlines, but will be expected to seek guidance to resolve any significant conflicting priorities.

### Decision Making

- Correct decisions taken from a range of established procedures or techniques.

### Physical Effort & Working Conditions

- Working in a busy office environment. Dealing with staff, students and members of the public.
- Frequent use of ICT.

### Contacts & Relations

- Regular and frequent contacts with members of staff, students and members of the public, including prospective candidates to the school.

### Knowledge, Skills & Experience

- A proven knowledge and experience of Microsoft packages including Word and Excel.
- Desirable personal qualities include: enthusiasm, flexibility, discretion and commitment; well motivated and able to work on own initiative but also a good team player; well organised; effective communication skills; resilience and a sense of humour. Accuracy and an eye for detail.
- Relevant experience would be beneficial.

### Additional Information:

- Comply with the requirements of the Data Protection Act and maintain strict confidentiality.

The post holder will further develop her/his knowledge, skills and experience whilst in post.

**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 and Barring Service (DBS) Enhanced Disclosure Certificate.**

This job description is current at the date shown, but, in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.