

SOUTHEND EAST COMMUNITY ACADEMY TRUST**VACANCY
SHOEBURYNNESS HIGH SCHOOL
Human Resources Assistant**

Location:	Shoeburyness High School
Pay Range/Salary:	SCP Level 5 Point 8-12 (£20,493 - £22,183 pro rata)
Start Date:	ASAP
Contract Type:	Permanent/ Term Time Only plus Inset Days
Hours per week:	37 hours per week
Application Closing date:	Friday 28th January 2022 (midday)
Date of Interview:	TBC

Southend East Community Academy Trust (SECAT) and Shoeburyness High School are seeking to appoint an enthusiastic and hardworking Human Resources Assistant to support the Headteacher with the provision of a high quality HR service that supports staff welfare and ensures compliance with HR policies and procedure.

A high level of ICT, literacy and numeracy skills is essential, as is the ability to build and form good relationships with colleagues, to be proactive, empathetic and supportive and maintain confidentiality at all times.

Shoeburyness High School is a large, vibrant and diverse secondary school that has an excellent reputation as a warm and supportive environment in which to work and learn. We are a very popular school with families in the local area and beyond and consequently we are heavily oversubscribed. Our staff and young people deserve the best and if that's what you can offer then we would love to hear from you.

If you would like to visit the school please contact Jill Saunders at hr@shoeburyness.southend.sch.uk or 01702 292286 ext 173

Please visit our website www.shoeburynesshigh.co.uk for more details about the school or visit www.secat.co.uk to download the application form. Completed applications forms should be returned to hr@secat.co.uk.

A copy of the SECAT Recruitment and Selection Policy and Privacy Notice for Job Applicants can be found in the policies section of the SECAT website (www.secat.co.uk)

SECAT is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. All appointments are subject to an enhanced DBS check, medical clearance, and satisfactory references. We are an equal opportunities employer.

We reserve the right to appoint before the closing date.