

## Human Resources Administrator

<b>Job start:</b>	Immediate
<b>Annual Salary Point Range:</b>	23 - 27
<b>Annual Salary Range:</b>	£27,175 - £30,375
<b>Hours:</b>	Full Time, 37.5 hours per week, 8:30pm – 4:30pm, Mondays to Fridays
<b>Contract Term:</b>	Permanent

*‘The best school I’ve ever worked at: the culture, the staff and students, the training, everything!’ (staff member)*

*‘I was amazed at what a great atmosphere the school exuded, how well turned out the children were and how polite and bright they all seemed’ (visitor)*

The Bridge Academy is a truly exceptional school. Our students’ progress is consistently excellent for GCSE and A level, and our superb personal development offer means that over the last three years we have been national debating champions, enjoyed a host of sporting successes and won both the Incorporated Society of Musicians Gold Award and the Hackney Mayor’s award for music.

We are seeking to appoint an experienced HR Administrator who is totally aligned to our values of Hard Work, Integrity and Kindness, and completely committed to our mission: to ensure that every student will succeed at a good university or equivalent, thrive in their chosen field and live a great life.

The successful candidate will undertake a wide range of administrative tasks within the HR department and provide high quality support to the HR Manager. Ideally this role will suit an individual who enjoys day to day routine administrative tasks, and wants to remain within this specific area of work long term.

### **Do you have:**

- 1-3 years’ experience in HR administration or a similar role within the educational sector?
- The ability to effectively manage high volumes of paperwork?
- Good communication and data input skills?
- Excellent attention to detail and methodical skills?
- Proficiency in excel, databases and systems?

If you are up for the challenge, we would love to hear from you.

Our sponsors UBS provide significant support to the Academy, and we also work with a wide variety of community groups to ensure the best for all our students. Our award-winning building is outstanding and is based at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London.

To apply for this position, please download and complete the application form and the additional information and monitoring form. Please ensure that you read our school workforce privacy notice. The application documentation should be submitted to Priscilla Agyare, Human Resources Manager: [Priscilla.agyare@bridgeacademy.hackney.sch.uk](mailto:Priscilla.agyare@bridgeacademy.hackney.sch.uk). **The deadline for applications is: 9:00am on Friday 10<sup>th</sup> December 2021. The interviews will take place in the following week and the successful candidate will need to be available for a handover period. The Bridge Academy is committed to safeguarding children and all appointments will be subject to receipt of a satisfactory Enhanced DBS check and references.**