



The Bishop of Winchester Academy

Human Resources and Office Administrator

12 Month Fixed Term Contract (Maternity Cover)

37 hours per week

Salary: £24,500

This is an exciting opportunity for a **motivated** and **proactive** individual with a proven background in Human Resources to play an instrumental role in providing a **steadfast support** for our employees.

You will have **excellent communication skills** and be able to communicate with all members of the Academy, building constructive working relationships.

The successful candidate will be **self-motivated**, able to multi-task and will have good knowledge of **data protection principles**. You will have a proven track record of successfully meeting deadlines under pressure and maintaining accurate records that are **highly confidential**.

The successful candidate will:

- Be educated to **A Level** or above or have **equivalent experience**
- Have at least **1 years' experience** of supporting a Human Resources team
- Understand **data protection principles** and **confidentiality**
- Have exceptional **communication** and **organisation** skills
- Be driven to support **good HR practice**, learning and development of colleagues

Your responsibilities will include:

- Undertaking all administration for HR matters of staff, including recruitment and contracts
- Assisting with first line HR queries and support
- Recording and monitoring staff absence and maintaining documentation
- Coordinating the recruitment process, producing adverts and liaising with candidates
- Supporting with the daily cover provision in co-ordination with Cover Supervisors

As **Human Resources and Office Administrator**, you will join a supportive team in addition to:

- Enrolment into the LGPS – one of the most **generous pension schemes** in the UK
- **Strong travel links** and staff parking
- Close **proximity to beaches**, supermarkets and coffee shops
- Cycle to work and IT Purchase schemes

The Bishop of Winchester Academy is a thriving Church of England school, recently recognised by Ofsted as prioritising 'wider opportunities alongside achievement so that pupils "live life to the full."' (Ofsted 2023). Operating from recently refurbished facilities, our shared mission to improve the life chances of all of our students is at the very centre of our work.

To apply for this role, please visit the vacancies section of our website to complete an application form:

<https://www.tbowa.org/staff/vacancies/support-staff>

Please email completed application forms to recruitment@tbowa.org, addressing your covering letter to Mr Paul McKeown, Principal.



I came to give life - life in all its fullness

High expectations - no excuses



*The Bishop of Winchester Academy is an equal opportunities employer and welcomes applications from all suitably qualified candidates. We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. This post is therefore exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. An enhanced DBS check is also required for all successful applicants. **Please be aware that due to the 'Keeping Children Safe in Education' legislation we do not accept CVs. We reserve the right to close a vacancy earlier than the advertised date if we have received applications that meet the criteria.***

Closing Date for Applications: **Midnight, Sunday 4th June, 2023**



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