**Job Title: HR Admin Assistant**

**Location** Orchards Academy  **Salary/ salary range: Kent Range 8 £28,995 (FTE) Pro rata salary for Term Time only approx. £26,037pa**

**Closing Date:** 31st March 2025 *we reserve the right to close the vacancy early should we receive a significant number of applications.*

**37 hours per week (40 weeks per year - Term Time plus one week of inset days, plus one additional**

**closure periods) week to be worked throughout the year/school**

**Hours: 8.00am to 4.00pm Mon- Thurs, 8.00am - 3.30pm Fridays**

**Part time hours considered**

**Interview Date:** TBC **Start Date:** As soon as possible

I am delighted to introduce you to Orchards Academy, a secondary school that is at the heart of the local community. At Orchards we aim to provide a caring yet challenging curriculum and environment in which the talents of each student are nurtured and enabled to flourish. Where there is a relentless drive to enable students to achieve their full potential.

Following the recent news that Orchards Academy has been awarded a new build by the Government we are very excited to be recruiting for a **HR Admin Assistant**. We are looking for a highly passionate, enthusiastic and committed individual who shares our belief in providing these highest levels of education for all students.

The successful candidate must have HR/Personnel Officer experience, ideally in a school environment. This role will involve working closely with the Business Manager as required.

**Key Requirements:**

* Proven experience in HR administration, preferably in an educational setting.
* Strong knowledge of HR systems (iTrent, Arbor) and understanding of GDPR and employment legislation.
* Excellent organisational skills with the ability to manage multiple tasks and priorities.
* Ability to maintain confidentiality and handle sensitive information with professionalism.
* Strong communication skills, both written and verbal.
* Attention to detail and accuracy in all aspects of work.
* Experience with recruitment, payroll processing, and absence management is highly desirable.
* A proactive and approachable attitude

Please read the job description for more information about the role and responsibilities.

For any questions or to book an informal conversation about this position please contact Mr Andy Lazenby via email to: head@orchards-tkat.org.

**NO AGENCIES PLEASE - WE ARE LOOKING TO FILL THIS VACANCY BY DIRECT APPLICATION ONLY**

**Safeguarding**

TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full safer recruitment process, including an enhanced disclosure and barring service check.

**Flexible working**

TKAT recognises the value of enabling our employees to develop their career and balance this with their commitments and interests outside of work. In TKAT we promote flexible working practices and opportunities to promote a positive work life balance.

**Our Commitment - Equity, Inclusion, Diversity and Belonging**

At TKAT, we are committed to Equity, Inclusion, Diversity, and Belonging. We embrace and celebrate differences, value individual experiences, aspirations, and achievements, and continuously learn how to grow better together. We actively encourage applications from candidates of all backgrounds, as we believe diversity strengthens our community and drives us forward.

**Access to interview**

Be Who You Are at TKAT - should you be selected and invited to interview please let us know if you require us to adapt the recruitment process to enable you to participate as your authentic self. We want applicants to be able to engage with us in ways that support who they are and we are committed to making adjustments within the recruitment process and within the workplace.