

Principal: Nicola Ashton BA (Hons), NPQH

Kepier
Dairy Lane
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Human Resource Admin Assistant
37 hours per week 38 weeks TT + 4 weeks (to be reviewed annually)
NJC point 8 - 11 £22,777 to £24,054 FTE (£20,769 to £21,934 actual)

We have an exciting opportunity for an Admin Assistant to join our HR team at Kepier.

This new post would suit someone who enjoys dealing with people and would like to progress their career in HR within a School environment. All training will be given as well as the opportunity to study for the HR CIPD qualification. You must be able to maintain a high degree of confidentiality for this position.

The successful candidate must have a proactive and flexible approach. The role will be wide ranging and cover all aspects of HR including job advertising, note taking and payroll administration. The postholder will be supported by an experienced HR Manager and a very friendly team.

Hours of work can be negotiated for the right candidate.

Application form, job description and person specification are available online at www.kepier.com. Application forms (please do not attach additional letters, CV's or statements) should be returned to recruitment@kepier.com no later than 12 pm noon on Wednesday 14th June 2023. It is hoped that interviews will take place the following week.

Kepier is committed to promoting and safeguarding the welfare of children and young people. Enhanced Certificate of Disclosures are required for this position. Please note that in all cases, written references will be sought and made available to interviewers before the final selection stage.

We fully appreciate the time and effort required in completing an application and, whatever the outcome of this particular process, we are grateful for your interest in working at Kepier and wish you every success with your future career. Applicants who have not been contacted within 2 weeks of the closing date should assume they have been unsuccessful.

Registered Office:
Dairy Lane, Houghton-le-Spring,
Tyne and Wear DH4 5BH
Company Registered in

