

chaseterracetechnologycollege

(Part of the Stephen Sutton Multi Academy Trust)

VACANCY: HR ASSISTANT (TERM TIME ONLY)

GRADE: 4 (SCP 13 – 16)

SALARY RANGE: £16,491 - £17,419 (pro rata for part time employees)

HOURS: 37 per week, 08:30 – 16:30, Monday – Friday, 08:30 – 16:00 Friday.

We are seeking to appoint a HR Assistant, to join the Business team and support in delivering an efficient human resource and business administration service for the school.

A job description, person specification and application form for this post is available on line at www.cttc.staffs.sch.uk or from Mrs Sharon Jones, Heads' PA at s.jones@cttc.staffs.sch.uk.

Chase Terrace Technology College and Stephen Sutton Multi-Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Offers of employment are subject to Disclosure and Barring Service (DBS) checks and other relevant employment checks.

Closing date for applications is : Wednesday 4th April 2018 at 9am

Interviews to be held week commencing : Monday 16th April 2018

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