



HR Officer

**Part Time – 3 days per week (days negotiable) /All Year Round
£27,195 pa inclusive pro rata**

We are seeking an efficient and enthusiastic HR Officer to join The Marist School community and contribute to the future growth of this successful school. Set in beautiful woodlands in the village of Sunninghill, near Ascot, The Marist School is a leading independent Catholic day school for girls aged 2 to 18. The Marist employs over 130 members of staff and we are proud to be a diverse community that fosters a family spirit across the school.

Our staff enjoy a defined benefit pension scheme, allocated on-site parking, free meals, access to fitness facilities and fee remission. The Marist School has a strong culture of professional development and opportunities for progression are available.

You will be responsible for day-to-day HR administration and the provision of an efficient and effective HR service to the management and staff of the school. Your role will include:

- Managing and maintaining accurate and up to date central records in accordance with statutory and audit requirements. This will include acting as an Administrator for our Personnel database (SIMS) and the Single Central Register (SCR)
- Supporting the recruitment process in relation to the preparation of job information packs, organising the interview process and drafting offer documentation
- Ensure compliance with ISI Regulations through the taking up of references, DBS checks, overseas checks and other documentation
- Undertaking generalist HR administration to support the HR Manager across the employee lifecycle from onboarding to processing leavers.
- Acting as the first point of contact for staff regarding HR related queries and providing routine advice and guidance as required

Feet on the ground. Reaching for the stars.

You should be:

- An excellent administrator with previous experience of working in an HR administration role
- Fully IT literate with experience of ISAMs an advantage
- An excellent communicator both verbally and in writing
- Have an excellent approach to problem solving and organisation
- Proactive with strong time-management skills
- Hard working with a great sense of humour
- A CIPD qualification at Level 3 or 5 will be an advantage or you will be able to demonstrate equivalent experience.

Prospective Candidates are invited to contact Helen Pullar, HR Manager, for an informal discussion about the role at 01344 624291 or via email at hpullar@themarist.com.

Application information is available from the school website:

<https://www.themarist.com/our-school/career-opportunities> or contact us directly at The Marist School, Kings Road, Sunninghill, Ascot, Berkshire SL5 7PS, Tel: 01344 624291.

Completed application forms should be submitted by 9am on Monday, 5th June 2023.

Please be advised that suitable candidates may be interviewed before the closing date, and The Marist School reserves the right to withdraw the position if an early appointment is made.

The Marist School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). All posts at The Marist are subject to satisfactory statutory employment checks and referencing.