

## **Calthorpe Academy Requires**

**HR Administrator**

**Salary: £24,012 - £27,041**

**36.5 hours per week + banked hours**

**Calthorpe Academy, Darwin Street, Highgate, Birmingham, B12 0TP**

**Tel: 0121 773 4637 Website: [www.calthorpe.thrive.ac](http://www.calthorpe.thrive.ac)**

**Headteacher - Mounir Meghalsi**

Calthorpe Academy caters for students age 2-19. Pupils have a range of primary needs ranging from severe learning difficulties (SLD), Autistic spectrum (ASD) to profound and multiple learning difficulties (PMLD)

We are seeking to appoint an enthusiastic HR administrator to join the administration team. Candidates will have excellent communication skills and the ability to work independently. Experience of HR administration in a school setting is desirable, however support is available. Due to the busy environment a positive and proactive approach is paramount.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role

**Application forms and details can be obtained via the web site.**

Completed forms should be sent by email to [vacancies@calthorpe.thrive.ac](mailto:vacancies@calthorpe.thrive.ac)

Closing date for applications noon – 07/10/2021 noon

Interviews week commencing – 11/10/2021

*Calthorpe Academy is committed to safeguarding and promoting the welfare of young children and people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.*