



HAMPTON SCHOOL

(HMC 1270 boys 11-18, 380 in Sixth Form)

HR AND RECRUITMENT ADMINISTRATOR

(Term time only plus 3 weeks)

A highly organised, efficient and customer focussed HR and Recruitment Administrator is required to support the Hampton School Trust HR Office. The successful candidate will demonstrate excellent interpersonal, communication and administrative skills. This is a term time only appointment plus three weeks during school holidays.

The hours will be 8.45am - 4.45pm. The Salary will be between £24,068 and £26,462 per annum (pro-rata), negotiable and commensurate on skills and experience.

The closing date for applications is Monday 19 June 2017 at 9am.

Further details and an application form may be obtained from the Hampton School website www.hamptonschool.org.uk. Application forms to be emailed to recruitment@hamptonschool.org.uk.

Hampton School Trust is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to child protection screening appropriate to the post, including checks with past employers and an enhanced disclosure through the DBS. Hampton School Trust is an equal opportunities employer. Registered Charity No 1120005.

Company No 06264434.