

Advert – HR & Cover Assistant

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37 hours per week

School term time plus one week to be worked in summer holidays

Salary: Single Status Grade 7

We are seeking to appoint a highly organised, personable and professional HR & Cover Assistant to join St Catherine's College from the autumn term.

Working closely with the Head of Personnel, the successful candidate will play a key role in supporting both the Human Resources and Cover functions, helping to ensure the smooth day-to-day operation of the College. This is a varied and rewarding role that combines HR administration with the coordination of staff cover, making it ideal for someone who enjoys working in a fast-paced environment where no two days are the same.

The successful applicant will possess excellent administrative and organisational skills, with the ability to manage competing priorities while maintaining attention to detail. They will always demonstrate discretion and professionalism, handling confidential information with sensitivity and integrity. The ability to follow established procedures accurately and work effectively under pressure is essential. Previous experience in HR administration, staff cover, or working within a school environment would be advantageous but is not essential.

This is a permanent position, working for 37 hours per week. You will work school term time plus one additional week in the school summer holidays to support the processing of August payroll and general HR requirements.

The working hours are Monday to Friday 7.30am to 3.30pm with a 35-minute unpaid lunch break.

It is a requirement for this post holder to start work at 7.30am each day to administer cover for the school day ahead.

Salary: Local Government Single Status Grade 7

Scale point 18, £28,720 – Scale Point 19, £29,398 pa pro rata

Actual salary: £26,086