



HR Assistant

We require a HR Assistant to join the HR team for a 1 years fixed term contract to cover a Secondment.

The successful candidate will be efficient and organised, have strong interpersonal skills, an ability to work under own initiative, and proven experience of high-level administration. Ideal for someone with strong administrative experience looking to break into the world of HR, or someone with HR experience looking to gain experience in a high responsibility generalist role.

Working Hours:

This appointment is for 37 hours per week, Term Time plus 2 weeks.

Monday-Thursday 8 am – 4 pm

Friday: 8am – 3.30 pm

Salary:

Salary is paid at Grade 6, NJC SCP points 7 - 12,
actual salary is £23,188 - £25,116 per annum (FTE £26,402 - £28,598).

Benefits:

- Employer Pension contribution of 22% meaning we will save together for your retirement.
- Life Assurance
- Occupational Sick pay protecting you and your family.
- Over 250 employee exclusive benefits through our partners Perkbox.
- Employee Assistance Programme available 24/7
- On-site flu vaccinations every Autumn
- Free on-site car parking
- On-site nursery

For more information, please contact recruitment@jha.keystrust.org

The Governing Body of Jack Hunt Academy is committed to safeguarding and promoting the welfare of children and young people.

Closing date: Monday 27th April 2026 at 9.00am

Applications will be reviewed as they are received, and suitable candidates invited for interview. We reserve the right to withdraw this advert should a suitable candidate be appointed.