



Human Resources Assistant Candidate Information Pack

September 2026

Dear Prospective Candidate,

Thank you for your interest in joining our dedicated and compassionate team at Cann Bridge School. As Headteacher, I am delighted to introduce you to our school and the exciting opportunity to join us as our Human Resources Assistant.

Cann Bridge School, located in Estover, Plymouth, is a local authority-maintained special school serving children and young people aged 3 to 19 from Plymouth, Devon and Cornwall. With a capacity of 108 pupils, we are a consistently oversubscribed school.

Our school is uniquely designed to meet the needs of pupils with complex cognition and learning needs. All of our learners have an Education, Health and Care Plan (EHCP) identifying either a Severe Learning Difficulty (SLD) or Profound and Multiple Learning Difficulty (PMLD). Many also have additional needs linked to Down's Syndrome, Autism Spectrum Condition, speech and language difficulties, physical disabilities or complex medical conditions.

To learn more about life at Cann Bridge School and our latest developments, please visit:

- Website: www.cannbridgeschool.co.uk
- Facebook: www.facebook.com/cannbridgeschool
- School Newsletters: www.cannbridgeschool.co.uk/families/newsletters

At Cann Bridge School, we are committed to creating a nurturing and inclusive environment where every learner is supported to thrive. We are relentlessly learner-focused, and our mission is to provide high-quality, individualised education tailored to each child's needs.

While our pupils are at the heart of everything we do, we recognise that exceptional outcomes for learners are only possible when we invest in and support our staff. The Human Resources Assistant plays a vital role alongside our HR & Office Manager in helping us maintain a professional, supportive and compliant workforce. From recruitment and onboarding to staff wellbeing, absence management and employee development, the work of our People and Culture Team directly contributes to the success of our school.

This is a particularly exciting time to join Cann Bridge School. We have recently established a dedicated office for our People and Culture Team, reflecting the importance we place on supporting, developing and retaining great staff. We deliberately use the term *People and Culture* because we believe our workforce is our greatest asset and that effective HR is about far more than policies and procedures. It is about creating a workplace where people feel valued, supported and able to thrive.

We have also invested in a new digital HR platform, SAMpeople, to modernise our systems, improve efficiency and enhance the experience of our staff. This role offers an excellent opportunity for someone who enjoys improving processes, embracing technology and contributing ideas as our People and Culture function continues to evolve. We are genuinely open to fresh perspectives and innovative approaches that improve how we support our workforce.

We are looking for someone who wants to be an active and visible presence within the school community. We want a colleague whom staff feel comfortable approaching for both professional and personal support, knowing that conversations will be handled with professionalism, sensitivity and confidentiality. Building positive relationships, earning trust and providing excellent support will be central to success in this role.

We are also seeking someone who is forward-thinking and passionate about staff wellbeing. Whether through wellbeing initiatives, improved systems, professional development opportunities or new ways of supporting colleagues, we are looking for someone who is always considering how we can make Cann Bridge School an even better place to work.

This role would suit an organised, approachable and highly professional individual who enjoys working with people, can manage confidential information with discretion and is committed to supporting staff throughout every stage of their employment journey. Most importantly, we are looking for someone who shares our values and wants to make a meaningful difference to the lives of both our staff and our learners.

If you are ready to contribute to our vibrant school community and be part of an exciting period of development, we warmly encourage you to apply. We also welcome and encourage prospective applicants to visit the school prior to applying. Please contact us to arrange a tour.

Thank you once again for your interest in the role of Human Resources Assistant at Cann Bridge School. We look forward to receiving your application.

Warm regards,



Shane Baker
Headteacher

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Our Vision & Values



Our People and Culture Team

At Cann Bridge School, we believe our staff are our greatest asset. Our People and Culture Team exists to recruit, develop, support and retain exceptional people who share our commitment to improving the lives of children and young people with severe and profound learning difficulties. Through high-quality HR support, staff wellbeing initiatives, professional development opportunities and effective systems, we aim to create a workplace where every colleague feels valued, supported and able to achieve their best.

The Role

We are seeking an organised, professional and people-focused Human Resources Assistant to join our developing People and Culture Team.

Working closely with the HR & Office Manager, you will provide high-quality administrative support across the employee lifecycle, helping to ensure staff receive a positive experience from recruitment and onboarding through to professional development and wellbeing support.

This role offers an exciting opportunity to contribute to a modern and evolving HR function within a highly successful special school. As we continue to develop our People and Culture provision and embed our SAMpeople HR platform, the successful candidate will play an important role in maintaining compliance, improving processes and supporting colleagues across the school.

You will be the first point of contact for routine HR enquiries and will help ensure that HR systems, records and procedures are maintained accurately, efficiently and in line with employment, safeguarding and data protection requirements.

We are looking for someone who is approachable, highly organised and committed to delivering excellent customer service whilst maintaining confidentiality and professionalism at all times.

This role would suit an individual with strong administrative skills who enjoys working with people, is keen to learn and develop, and wants to contribute to a workplace where staff feel valued, supported and able to thrive.

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Recruitment Timeline

We warmly encourage prospective candidates to visit Cann Bridge School to gain a real insight into our community, values, and vision.

- Opportunities to visit Cann Bridge School: Please contact the school to arrange your visit 01752 207909 or HR@cannbridge.co.uk
- Application closing date: Wednesday 30th September midday
- Candidate shortlisting: Thursday 1st October 2026
- Interviews: Monday 5th October 2026

Please find a link to our school safeguarding page www.cannbridgeschool.co.uk/about-us/safeguarding

Our policies and staff code of conduct can be found here www.cannbridgeschool.co.uk/about-us/policies-procedures

Employee Benefits

Why Work at Cann Bridge School?

At Cann Bridge School, we believe that exceptional outcomes for learners are only possible when we invest in, support and value our staff.

When you join us, you will become part of a caring, ambitious and highly skilled team committed to making a meaningful difference to the lives of children and young people with severe and profound learning difficulties.

We offer:

- Bespoke Continuing Professional Development (CPD) tailored to your individual needs and career goals
- Specialist weekly and ongoing training and development to keep you at the forefront of best practices
- Clear Career Progression pathways, providing opportunities for long-term career growth
- Access to the Local Government Pension Scheme or Teacher Pension Scheme for future financial security
- An excellent Employee Assistance Programme, offering physiotherapy, counselling, wellbeing services, and private healthcare options (where applicable) through Education Mutual
- Staff Discounts on a wide range of products and services through the Blue Card and professional student discount scheme
- A comprehensive Staff Health & Wellbeing Offer
- Excellent internal and external communications to keep everyone informed about what is happening
- DSE Eyecare Scheme for those based 80% at a screen
- The opportunity to work with incredible children, young people, and a dedicated staff team

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Guidance for Applicants

If, after reading the background information, you feel this is the right opportunity for you, please follow the guidance below to support your application:

- Read and follow the instructions on the application form carefully on MyNewTerm.
- Review both the Job Description and Person Specification thoroughly. If you do not meet the essential criteria outlined in the Person Specification, it is unlikely that you will be shortlisted.
- Use the Person Specification as a checklist to structure your supporting statement. We recommend addressing each point in order, providing clear evidence of your skills, knowledge and experience. Wherever possible, include relevant examples from your professional and personal life.
- Please note: providing false or misleading information at any stage of the recruitment process may result in disqualification or, if appointed, dismissal without notice.
- If you are shortlisted for interview, you will be asked to bring relevant documentation with you. Full details will be provided in your interview invitation letter.
- We warmly welcome visits to the school. Seeing our setting in action can help you decide whether Cann Bridge School is the right fit for you.

All applicants must complete the application form on MyNewTerm. We do not accept CVs or letters of application. Using a standard application form ensures a fair and consistent process for all candidates. The shortlisting panel receive all applications anonymised.

Please ensure all relevant sections of the application form are completed in full and provide as much detail as possible, as this will be used to determine whether you are shortlisted for interview.

Check the application deadline carefully. Late applications cannot be considered, and it is your responsibility to ensure your submission reaches us on time. Please note the closing date is for guidance only. Successful applicants will be invited to interview at the earliest available opportunity. Cann Bridge School reserves the right to close the vacancy early if a suitable candidate is found.

We look forward to receiving your application.

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Short Privacy Notice for Job Applicants

This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

Please ensure that you read this notice as well as our privacy notice which can be found at www.cannbridgeschool.co.uk/about-us/gdpr which details how we use your information.

Why Do We Collect This Information?

Once you have submitted an application form, the School uses this information in order to take a decision on recruitment and to take steps to enter into a contract.

What Information Do We Collect?

We collect the following information from the application form in order to take a decision as to recruitment:

- References
- Qualifications and education history
- Employment records, including work history, job titles, training records, professional memberships, details of gaps in employment
- Supporting statement aligned to job description and specification
- Right to work and immigration status

Other personal data is captured and recorded as per the Privacy Notice.

How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details of how long we retain personal data are set out in our Data Retention Policy.

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Job Description: Human Resources Assistant

Cann Bridge School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

Job details

Position: Human Resources Assistant

Location: Cann Bridge School, Estover, Plymouth

Salary: Grade D

Contract type: Permanent, Part Time

Hours: 35 hours per week, Monday to Friday, Term Time

Reporting to: Human Resources & Office Manager

Responsible for: N/A

Start Date: As soon as possible

Main purpose

The Human Resources Assistant will provide high-quality administrative support across the school's People and Culture function.

The postholder will support recruitment, onboarding, cover arrangements, employee record management, payroll administration, workforce reporting, staff wellbeing initiatives and professional development processes. They will contribute to ensuring that all HR systems and records are accurate, compliant and maintained to a high standard.

The role requires excellent organisational skills, attention to detail, strong interpersonal skills and the ability to maintain strict confidentiality.

The Human Resources Assistant will support the school in meeting its responsibilities regarding employment legislation, safeguarding, safer recruitment, data protection and workforce compliance.

Duties and responsibilities

HR Administration

- Provide administrative support across the People and Culture function.
- Prepare and distribute HR documentation, correspondence and communications.
- Maintain accurate employee records within HR systems and personnel files.
- Ensure records are managed in accordance with GDPR and record retention requirements.
- Produce routine workforce information and management reports.
- Support the ongoing development and effective use of the SAMpeople HR platform.
- Arrange HR-related meetings and, where required, prepare agendas and record meeting notes or minutes.
- Produce regular workforce reports relating to attendance, training, recruitment, compliance and workforce trends to inform leadership decision-making.

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Recruitment and Safer Recruitment

- Coordinate recruitment administration and interview arrangements.
- Prepare recruitment materials and candidate correspondence.
- Obtain references and administer pre-employment checks.
- Process Disclosure and Barring Service (DBS) applications.
- Support the maintenance of the Single Central Record.
- Assist in ensuring compliance with safeguarding and safer recruitment requirements.

Onboarding and Employee Lifecycle

- Support employee onboarding and induction processes.
- Prepare offer letters, contracts and starter documentation.
- Ensure required documentation and checks are complete prior to employment commencing.
- Process employee contractual changes and maintain accurate records.
- Coordinate leaver processes and associated documentation.

Payroll and Workforce Administration

- Prepare and process payroll documentation relating to new starters, leavers, contractual changes, timesheets and other workforce changes.
- Maintain accurate staffing, contract and establishment records.
- Process timesheets and agency staffing information.
- Liaise with payroll providers and managers regarding routine employment changes.
- Assist with agency and supply staff bookings.

Attendance and Wellbeing

- Maintain accurate absence and attendance records.
- Support managers with the administration of absence management processes.
- Prepare reports and workforce data relating to attendance.
- Assist with wellbeing initiatives and staff engagement activities.
- Support administration relating to the Employee Assistance Programme and wellbeing provision.
- Monitor absence levels and identify attendance trigger points in accordance with school policy, escalating concerns to the HR & Office Manager and supporting the administration of attendance review processes.

Professional Development

- Support administration of probation processes.
- Assist with appraisal and performance review administration.
- Maintain records relating to training, compliance and CPD.
- Monitor completion of mandatory training and certifications.
- Coordinate CPD and training activities including booking courses, organising refresher training and supporting school-wide professional development events.

Employee Support

- Act as the first point of contact for routine HR enquiries.
- Provide guidance on HR processes and procedures within the scope of the role.
- Escalate complex enquiries to the HR & Office Manager as appropriate.
- Build positive professional relationships with staff across the school.

Supporting Our People and Culture

- Promote a welcoming, supportive and professional experience for all staff.
- Contribute positively to staff wellbeing initiatives.
- Champion the school's values and culture in all interactions.
- Support continuous improvement of HR processes and systems.

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- Help create an environment where staff feel valued, supported and able to thrive.

General Responsibilities

- Maintain strict confidentiality at all times.
- Promote and uphold the school's safeguarding responsibilities.
- Work collaboratively with colleagues, families and external agencies.
- Participate in training and professional development activities.
- Undertake such other duties appropriate to the grade and responsibility of the post as may reasonably be required by the Headteacher or HR & Office Manager.

The Human Resources Assistant plays an important role in supporting the school's safeguarding responsibilities through the administration of safer recruitment processes, maintaining accurate workforce records and ensuring relevant compliance checks are completed and monitored.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

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Person Specification: Human Resources Assistant

Criteria	Qualities Essential	Qualities Desirable	Method of Assessment
Qualifications and training	- GCSE Grade 4/C or above in English and Maths (or equivalent). - Commitment to continuing professional development.	- CIPD Level 3 qualification or willingness to work towards. - NVQ Level 3 in Business Administration or equivalent.	Application form
Experience	- Experience of working in an administrative role. - Experience maintaining confidential records. - Experience using IT systems and databases. - Experience working to deadlines and managing competing priorities.	- Experience working in a HR environment. - Experience within a school or public sector setting. - Experience using HR, payroll or workforce management systems. - Experience supporting recruitment processes.	Application form Interview process
Skills & Knowledge	- Excellent organisational and administrative skills. - Strong written and verbal communication skills. - Excellent customer service and interpersonal skills. - Ability to maintain confidentiality and handle sensitive information appropriately. - Strong attention to detail and accuracy. - Ability to prioritise workloads effectively. - Competent in Microsoft Office applications including Word, Excel and Outlook. - Ability to communicate professionally with a wide range of stakeholders. - Ability to learn and effectively use new digital systems. - Ability to work independently and as part of a team.	- Knowledge of HR processes and employment practices. - Knowledge of safer recruitment principles. - Understanding of GDPR and data protection requirements. - Experience producing reports from management information systems. - Knowledge of absence management processes within employment settings.	Application form Interview process
Personal qualities	- Professional, approachable and trustworthy. - Positive, proactive and solution-focused. - Reliable, flexible and resilient. - Able to build positive working relationships. - Committed to equality, diversity and inclusion. - Committed to safeguarding and promoting the welfare of children and young people. - Demonstrates integrity and discretion. - Commitment to the values, ethos and culture of Cann Bridge School. - A willingness to reflect upon and develop own professional practice.	- Experience supporting staff wellbeing initiatives. - Interest in developing a career within Human Resources.	Application form Interview process

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This job description may be amended at any time in consultation with the postholder.

Last review date: September 2026

Line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____

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