



Job Title: Admin & HR Lead
Grade: Grade 7 Points 21-25 £30825-£33945 pro rata
Contract: Permanent
Location: Eastbrook Road, Gloucester
Hours: 37 hours per week
Weeks: 39 weeks per year term time only
Start Date: 1st September 2024

We are looking to recruit an experienced and skilled administrator to lead our school's administration and HR functions. Altus is a growing school with 6 sites across Gloucestershire supporting children and young people who have been, or are at risk of being, permanently excluded from a mainstream school. The successful candidate will oversee the administrative systems and processes across the school, including the line management of our business administrators. With a growing staff team, the postholder will also have responsibility for the school's HR function, ensuring consistent implementation of staff policies, as well as overseeing our safer recruitment processes.

The role will be based in our new site in Eastbrook Road in Gloucester but the postholder can expect to work across centres in Stroud and Cheltenham as well. This is an exciting time to join our school and the successful applicant will benefit from working with a wide range of colleagues, training and a generous Employee Assistance Programme.

To apply please complete an application form and send to amanda.peacey@altusschool.org.uk.

Closing Date: Weds 3rd July 9am

Interview Date: tba

The Altus School is committed to safeguarding and promoting the welfare of young people and all appointments are subject to Disclosure and Barring Service Enhanced checks and satisfactory references.

We take up references prior to interview and all appointments are subject to a police check in accordance with the Rehabilitation of Offenders Act 1974, which requires the disclosure of criminal background of those with access to children. To comply with the Asylum and Immigration Act 1996 we request candidates bring with them to interview evidence of their right to employment in the United Kingdom.

