

HR Administrator

**37 hours a week – Monday to Friday, term time plus 2 weeks
£25,212 per annum**

Part time considered

**30 hours a week - Monday to Friday, term time plus 2 weeks
£20,442 per annum**

**25 hours a week - Monday to Friday, term time plus 2 weeks
£17,035 per annum**

To provide administrative support to the HR team and as part of the HR team, to provide a generalist HR service to the School.

You must:

- Meet the person specification
- Be able to meet key accountabilities set out in Job Description
- Be able to use ICT effectively
- Have good organisational skills
- Have good communication skills
- Have excellent literacy and numeracy skills

What we offer

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| • Free on-site parking | • Eye care and free flu vaccination voucher |
| • Private contributory healthcare scheme | • Staff awards and gift card nominations |
| • Cycle to work scheme & IT equipment scheme (salary sacrifice) | • Gym, food, entertainment, shopping and holiday discounts |
| • On-site café | • Family-friendly policies |
| • Generous pension and life assurance schemes | • Diversity and inclusion & staff wellbeing groups |
| • Contractual Sick Pay | • Christmas party and social events |
| • Free confidential mental health and wellbeing coaching and counselling services | • Continuous professional development and sponsorship for professional qualifications, apprenticeships and free training – opportunities for growth |

Who we are

Part of the Ascendancy Partnership Trust family of schools, Manor Green School is a large and highly successful special school educating some c300 students aged 2-19, who, due to their complex needs, require significant specialist support to succeed academically and achieve their full potential.

The school's mission statement is to be the Centre of Excellence for students with special educational needs.

We are already a good school and now we wish to be the best!

Come and join our amazing team.

Closing Date: 01 July 2025

How to Apply:

Please download a job application pack from the school website or contact:
careers@manorgreenschool.co.uk Please email your completed form to this address.

We welcome applications from all sections of the community.

The Ascendancy Partnership Trust is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening and safer recruitment checks appropriate to the post, including checks with past employers and the DBS. This position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Applicants must be eligible to work in the UK.



Ascendancy Partnership Trust is a multi-academy trust with deep community roots across the Berkshire area, composed of a family of SEN schools all specialising in learning difficulties.

Stronger and Better Together

