



INSPIRE CONNECTED COMMUNITIES TRUST

HR ASSISTANT

(based across Aegir & Warren Wood Schools, Gainsborough)

Grade G3 Point 6 - £24,796 (FTE)
30 hours per week / 40 weeks per year

Are you a proactive and organised individual looking to develop your HR skills in a supportive school environment?

Inspire Connected Communities Trust is seeking a dedicated HR Assistant to join our friendly team.

As an HR Assistant, you'll play a key role in supporting all aspects of HR within our Trust. Working alongside our HR Officer, you'll assist with recruitment, absence management, maintaining employee records, staff training administration and other general HR duties. This is an excellent opportunity to gain hands-on experience and contribute to the smooth running of our school.

We're looking for someone who:

- Has excellent attention to detail and strong organisational skills
- Enjoys working as part of a team
- Is committed to providing a high standard of HR support

In return, we offer:

- A welcoming and collaborative working environment
- Opportunities for professional development and training
- The chance to be part of a dedicated and supportive team

If you're ready to take the next step in your HR career, we'd love to hear from you!

This is a great opportunity to further your career within an environment based on a coaching culture and a commitment to staff personal and professional learning and development.

Closing Date for Applications: - Tuesday 25 November 2025

Interview Date: Wednesday 10 December 2025 at Warren Wood School, Gainsborough

Please visit our website [Warren Wood School - Vacancies](#) or www.inspirecct.co.uk to download an application form and send to HR@msat.education for the attention of Laura Guilliat.

We are committed to safeguarding and promoting the welfare of young people and expect all staff share this commitment. All posts will





be subject to an enhanced DBS disclosure, medical and reference checks. Applicants may be subject to a social media presence check.

