

**Competitive Salary depending on skills, qualifications and experience**  
**Immediate start**

**Based:**

New Model School Co Ltd  
Head Office  
Unit 121, Buspace Studios  
Conlan Street, London W10 5AP

**Working Hours** Monday to Friday  
9am to 5:30pm All-year round..

**Reporting to:**

HR Manager

Interested candidates should send an application form along with a copy of their CV to:  
**recruitment@newmodelschool.co.uk**

### Job Overview

We are seeking a motivated and detail oriented HR and Office Assistant to join our team and support the NMS office. The key responsibilities of this role include: providing comprehensive administrative support to the HR department, managing incoming calls and handling inquiries efficiently, maintaining and updating the HR database, including setting up electronic files for new employees, collating the monthly payroll data, assisting with recruitment processes and related administration tasks. For more details, kindly refer to the Job Description posted on our website under our working with us page. Our website: <https://www.newmodelschool.co.uk/work-with-us/current-vacancies/>

You will be working with a supportive and inclusive Senior Management Team and other colleagues, with a good programme of training on offer.

### Qualifications and Experience:

- Strong knowledge of HR / MIS or similar systems with accurate data entry skills, is essential
- Knowledge of Engage and WordPress would be useful, or willingness to learn
- English and Maths GCSE or equivalent, with strong numerical skills essential
- Schools HR experience is essential
- Strong communication skills and a collaborative mindset.

*New Model School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).*