



RECRUITMENT PACK

HR and Recruitment Assistant (part-time)

Abbey School

10-12 Abbey Square

Chester, CH1 2HU

recruitment@abbeyschool.com

01244 960000



CONTENTS

Welcome from the Principal	3
About our School	4
Job Description & Person Specification	6
Benefits	9
How to Apply	10
Shortlisting and Interviews	10
Start Date	10
Safeguarding Statement	11
Equal Opportunities Statement	11
Working in Chester	12



Welcome from the Principal

Welcome and thank you for your interest in Abbey School.

Our Independent Special School provides a unique environment of high-quality, evidence-informed education, nurture and care to young people aged 4-19 with autism whom may have additional learning difficulties and behaviours that challenge. We offer a comprehensive programme of support which ensures that all of our pupils' individual needs are met through highly personalised learning.

We are privileged to benefit from a truly wonderful location. Our school is housed in stunning Grade II* listed buildings, part of historic Abbey Square in the heart of the beautiful city of Chester. Our fantastic team of architects have designed a well-equipped and high-tech learning environment for us, whilst maintaining the beauty of the buildings and surroundings for our pupils to enjoy. We make full use of our environment and location with a creatively designed curriculum that includes focused learning and enrichment activities that support wellbeing. This enables all of our young people to experience growth, development and success.

Our highly skilled and specialist staff team includes teachers, learning and behaviour specialists, speech and language therapists and occupational therapists. This trans-disciplinary focus ensures that each pupil's individual needs are understood, accurately planned for and closely monitored as part of day-to-day school practice.

I am extremely proud to be the Principal of Abbey School, a place where pupil-centred practice is the norm and where the voice of the young people we support and their families is central to all that we do. It really is a very special place to work and learn.

Yours sincerely

Dr. Katy Lee



About our School

Abbey School is an Independent Special School for people aged 4-19 with autism whom may have additional learning difficulties and behaviours that challenge. We provide high-quality education and care in our beautiful Grade II* listed buildings in the heart of Chester. All young people attending Abbey School have an Education, Health and Care Plan (EHCP) with school places commissioned and funded via local authorities. We work in close partnership with families and carers with support, information sharing and workshop opportunities available throughout the academic year.

Abbey School is aspirational for all of the young people that we support. This aspiration is captured in our vision, mission and values which are central to all that we do at Abbey School.

Vision

Our vision is that all children with exceptional needs receive a meaningful and fulfilling education that enables them to make their own choices about the direction of their adult lives.

Mission

Abbey School exists to provide the best education possible for young people with exceptional needs.

- Every pupil is a unique individual with potential
- Special educational needs and/or disability should not be a barrier to a valued lifestyle
- All children and young people without exception are entitled to access the best education and support available
- Best practices in education are evidence-based
- Teaching and learning decisions should be evidence-driven
- Clear goals make data-based decisions more numerous and effective
- Education is for everyone and for the whole of a person's life
- Learning is enabling, empowering and extends the boundaries of autonomy
- If a pupil is not learning, it is the teaching that needs to change – the learner is always right
- Pupil voice should be heard and respected

Values

Our whole school approach brings together everything that is known from special education research and best practice to maximise pupil learning and wellbeing. We are an innovative learning organisation. Our day-to-day working practices routinely inform research, evaluation and development. We have a bespoke curriculum, designed by us, specifically to meet the needs of our pupils.

Each pupil's journey through the curriculum is personalised. Approaches to teaching and learning are individualised, goal-based and precisely assessed. The curriculum is delivered by transdisciplinary teams who benefit from a high level and intensive internal training programme.

Our unique APPs support staff in planning and monitoring each pupil's learning journey on a moment-to-moment basis. We are centrally located in the heart of the city which provides many opportunities for community-based learning, live skills development and supported work placements as young people get older.

Every decision we make is framed in the context of the Abbey School BAGS model:

B – Belonging and connection – being part of a community and having a network of valued relationships.

A – Autonomy and control – having influence over day-to-day and life defining matters.

G – Gifts and talents – doing even better the things that are done really well, and learning to do things that are important but may not be done at all.

S – Speaking, listening and a sense of self – communicating effectively in a variety of ways not just speech, and having an identity that defines who I really want to be.



Job Description & Person Specification

Job Title	HR and Recruitment Assistant (part-time)	Line Manager	HR and Recruitment Manager
Salary	Point 14 - 20 Rates Sept 2025: £25,694 - £29,363 (full-time equivalent)	Line managing	N/A
Working Hours	15 hours per week, term-time only Hours to be worked between 08:00 – 17:00, Monday to Friday Either 2 or 3 days per week. (flexibility regarding hours according to business needs of the school)	Annual Leave	24 days plus bank holidays (rising over 5 years to maximum 28 days) to be taken during school holiday periods

Role Purpose

Sitting within our Business Support Team and reporting directly to the HR and Recruitment Manager, this role will be responsible for supporting the operational management of the HR and Recruitment functions for the school.

Role Responsibilities

Recruitment

- Assisting with the process of recruitment, including vetting candidates, assisting with interviews, printing recruitment packs and issuing employment offers
- For interviewees: verify all documents and scan/save to the appropriate folder
- Coordinating logistics for new hire induction and training
- Work collaboratively to manage the Recruitment inbox
- Assist with acknowledging applications
- Prepare shortlist documents and templates for sending to Appointment managers
- Support safer recruitment pre-interview processes, including online searches on shortlisted candidates
- Undertake all pre-employment checks
- Administer reference requests and follow up outstanding references

HR

- Supporting internal and external inquiries and requests related to the HR department
- Compiling and maintaining employee records, including holiday and sickness leave
- Supporting HR-related training programmes and workshops
- Entering employee data into school management information systems (MIS)
- Entering all staff CPD training into the MIS and following up missing records
- Continuously learn the latest HR best practices to improve workplace efficiency
- Using templates, assist with the preparation of standard HR Letters and communications
- Monitor staff probation periods for staff and arrange review dates
- Chase up outstanding appraisals and probationary reviews
- Track and monitor sickness absence, ensure correct paperwork obtained

- Assist with return-to-work procedures, meetings and paperwork
- Work collaboratively to manage the HR inbox
- Assist with staff wellbeing initiatives and internal communications
- Send welcome letters with new starter documents to new employees before their start date and track the appropriate documents have been received

Professional Development

- Commitment to developing a clear knowledge of the Abbey School Model (ASM) and the evidence-based approaches that underpin it.
- To take a full and active part in professional development activities.
- To regularly attend any relevant training and development activities both within and outside school and to attend relevant meetings.
- Keep up to date with employment legislation

Common Accountabilities and Dimensions within all Roles

- Demonstrate the vision and values of Abbey School in everyday practice, upholding the schools' ethos at all times.
- Actively contribute to the culture of Abbey School as a learning organisation.
- Be responsible for ensuring that your own practice is consistent with Abbey School policies and procedures.
- Be responsible for your own effective professional communication, orally and in writing, to the right people at the right time.
- Uphold Abbey School policies to protect and safeguard pupils and vulnerable adults in order to secure their health, safety and wellbeing.
- Commitment to promoting equality and diversity through assuming personal responsibility for implementing the school's policy on Equal Opportunities and inclusion for all staff and pupils.
- Support the Principal and Senior Leadership Team in managing and organising the school efficiently and effectively to ensure it meets the needs of all site users, including pupils, staff, parents and visitors and supports effective teaching, learning and support

General

- To undertake any task in line with requirements of the role under the direction of the Senior Leadership Team.
- This role involves engaging in regulated activity with children and adults, therefore the post is subject to an Enhanced DBS with barred lists check.

Person Specification

Criteria	Essential	Desirable
Qualifications & Training	GCSEs in Math's and English at Grade C and above	- Further education or professional qualification - Safer recruitment trained
Experience	Experience of working in a busy office and completing administration duties to deadlines	- Experience of working within an educational setting - HR experience - Recruitment experience
Skills & Knowledge	- Strong IT skills and a confident user of Microsoft applications, e.g., Word, Excel, - Understanding of the need for confidentiality and discretion when working in a school - Excellent, professional written and interpersonal skills with colleagues and external businesses - Flexible attitude to work and adaptable to the needs of the school - Ability to work calmly and efficiently under pressure in a busy environment - Time management and prioritization skills	
Personal Qualities	- Able to sensitively manage staff - Good understanding of data protection principles, confidentiality and equal opportunities. - Willingness to develop skills - Able to work under own initiative, calmly under pressure and prioritise effectively whilst dynamically dealing with unexpected situations - Demonstrates a personal commitment to safeguarding and promoting the welfare of children and young people - Holds high aspirations for children and young people with complex needs and is passionate about providing learning opportunities for them	

Benefits

- Competitive salary
- Suite of staff benefits including pension scheme
- Technology appropriate for your job
- Comprehensive staff training programme
- Access to WeCare which is a 24/7 online GP, mental health support service, get fit programme and much more.
- Access to MediCash program for wellbeing benefits



How to Apply

If you feel like you have the right qualities to join our exciting, innovative and exceptional school then please complete the school application form with a letter addressed to the Principal. Please ensure that you provide details of your skills and experience necessary for this particular position in your letter or personal statement. Application forms and letters can be emailed to recruitment@abbeyschool.com or sent by post to Abbey School, 10-11 Abbey Square, Chester, CH1 2HU. Please note that we only accept fully completed application forms.

Deadline

9am November 3rd 2025

Shortlisting and Interviews

Selection methods will be objective, promote equality of opportunity and guard against bias in line with the Equality and Diversity policy. The School will shortlist applicants based on the relevance and applicability of their professional attributes and personal qualities specified by the role. Essential and desirable qualities are published in the Person Specification for this role.

The School will complete an online search for all shortlisted candidates. If any incidents or issues have happened that are publicly available online, the school may wish to explore this at interview.

The interview will consist of a formal panel interview.

Start Date

As soon as possible.



Safeguarding Statement

Abbey School is committed to safeguarding and promoting the welfare and safety of all pupils 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.

The safeguarding responsibilities of this post are to uphold Abbey School policies to protect and safeguard pupils and vulnerable adults in order to secure their health, safety and wellbeing.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

Our Safeguarding Policy can be found on our Policies page on our website.

Equal Opportunities Statement

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their age, disability, gender reassignment, race, sex, pregnancy and maternity, marriage/civil partnerships, religion/belief, or sexual orientation.

Working in Chester

Abbey School is situated in the beautiful surroundings of Abbey Square, located in the heart of historic Chester.

Chester has often been ranked as one of the best places to live in the UK with many good schools, thriving suburbs, a vibrant independent restaurant scene and new, award-winning cultural centre Storyhouse. It has good rail and motorway connections to major cities and the coast.

Chester is suitable for families and singles or couples with a good choice of city-centre accommodation and villages or suburbs within close commuting distance. To find an Estate Agent for sales or lettings in Chester visit [Best Estate Agent Guide](#).

For further information about living in Chester, please visit the [Tourist Information website](#) .

How to Find Us

We are located in [Abbey Square](#) next to Chester Cathedral, off Northgate Street.

By Public Transport

We promote sustainable travel and recommend that public transport is used where possible. Chester train station is a 5-10 minute walk away and is served by the following rail companies [Merseyrail](#), [Avanti West Coast](#), [Transport for Wales](#) and [Northern Rail](#). For Park and Ride information visit the [Cheshire West and Chester council](#) information page.

Parking

Visit the [tourist information site](#) for details of city centre car parks.

