



VACANCY – HR Assistant

Priory Woods School
Tothill Avenue
Netherfields
Middlesbrough
TS3 ORH
Tel: 01642 770540

Head teacher: Miss E Fox

Scale points: Grade F Points 9-11

Actual Salary: £23,552 to £24,319 (pay award pending)

Hours: 37 hours per week, term time plus one week

Contractual status: Permanent to start as soon as possible

Priory Woods School and Arts College is a large, successful special school for children and young people aged 4–19 with severe, profound and multiple learning difficulties and complex needs. We are committed to providing a nurturing, inclusive environment where every child and young person is supported to achieve their full potential.

We are seeking to appoint a full-time HR Assistant to provide efficient and confidential administrative support to the school's HR function and to contribute to the smooth running of HR processes and safer recruitment procedures.

The successful candidate will be:

- A suitably qualified, highly motivated and well-organised individual
- Able to communicate effectively with a wide range of staff and external agencies
- Confident in handling sensitive information with discretion and professionalism
- Committed to supporting the school's values and safeguarding responsibilities
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The successful applicant must have:

- Excellent interpersonal skills
- Excellent organisational skills
- Strong people skills

Please contact the school and ask to speak to Susan Robinson if you would like further information about the school or the post.

Please complete the application form and return to Mrs S Robinson at recruitment@priorywoodsschool.com Please indicate clearly which post you are applying for.

Priory Woods is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment and pre-employment checks will be undertaken before any appointment is confirmed including online checks. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. This post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.

Closing date: 9am Friday 15th May 2026

Shortlisting: Friday 15th May 2026

Interviews: Week commencing 18th May 2026