

Human Resources Assistant

The British School of Barcelona

The British School of Barcelona (BSB) is a great school in a wonderful location. We are an HMC school and were judged by a recent BSO (British Schools Overseas) Inspection to be outstanding in every area, including safeguarding, pupil welfare, pupil progress and outcomes.

BSB is a large, very popular school for children aged 2 to 18. Our curriculum is based on the English National Curriculum, and we offer a wide range of GCSEs, A levels and the International Baccalaureate Diploma, all alongside a significant enrichment programme.

Over 1800 pupils from more than 50 nationalities attend the school and over 250 staff work at BSB. We are based in three locations, two just outside the city of Barcelona – in Castelldefels, where we have a Primary and Secondary campus, and in the cosmopolitan town of Sitges, where we have another Primary campus. BSB City is in the heart of the city of Barcelona itself with a Foundation campus (built September 2021), and a brand-new Secondary campus which will open in September 2023.

The growth of the school has been accompanied by significant investment over recent years, including the building of a state-of-the-art Pre-University Centre (Nexus), a full-sized 4G rugby and football pitch, dedicated STEM facilities and the new BSB City campuses.

HR Assistant

We are looking to recruit an outstanding **Human Resources Assistant** that will be based in our Castelldefels campus. This is a full-time permanent position.

The HR Assistant is the point of contact for all employees in the organisation providing advice and guidance.

Main functions:

- Organise and participate in the recruitment processes.
- Design, manage and carry out induction processes and onboarding actions for new staff.
- Ensure the implementation of different Human Resources policies and the training plan.
- Manage the correct handling, storage and update of documentation and databases.
- Ensure that staff and external partners are fully compliant with the policies related to HR & Safeguarding.
- Run analysis and create reports and presentations on HR metrics.
- Ensure the proper functioning of monthly payroll.
- Prepare documentation for internal and external audits and inspections.
- Undertake projects that support the strategic objectives of the school.
- Understand the Spanish regulations on labour matters and ensure the compliance of all actions taken by the school.

Expected qualifications:

- Qualification: Spanish University Diploma related to HR field.
- Meaningful experience: at least 3 years in similar position
- Competences: Good communication skills; Analytical, Organisational and multitasking abilities, Flexibility, Problem-solving mindset and Results orientated.
- Digital competences: Advanced Excel skills and competent use of other software.
- Languages: Fluent in Spanish and English. Other languages will be a plus.

All positions are offered with attractive packages including competitive salaries, places for children in BSB, and other local benefits.

To apply, please complete the attached application form and send it, along with a covering letter to jobs@bsb.edu.es . Please indicate the job title in the subject line.

For further information please visit our website <https://www.britishschoolbarcelona.com/>

Application Process:

Deadline for applications: 4pm 24/3/2023 (Spanish time)

Interviews during the week beginning 27/3/2023

Working with Cognita

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Cognita is committed to preserving and promoting equality of opportunity in all aspects of the conduct of its business.

No member of staff or any applicant for employment with Cognita will be discriminated against, harassed or victimised because of their personal characteristics. Cognita expects all staff to comply with the letter and the spirit of its policy.