



Part-Time HR Assistant

Location Oxford or London
Salary £18,000 - £22,000 p/a pro rata
Contract Part Time - 18.75 hours/week, flexibility around working pattern

About us

School Space works with schools to rent out their facilities to the community. The income generated is used by the schools to improve the educational experience and facilities for their students, in addition to building stronger connections with the surrounding community. Having recently raised significant investment we are entering a period of rapid growth which will see us head towards our goal of giving £7m in income back to our schools by 2020.

Our culture

We strongly believe that our people are at the heart of our success. From weekly update videos from the founders, to regular training days, daily stand-ups, socials and unexpected 'magic moments'. Our core values are Transparency, Positivity, Initiative, Community, Drive/Passion and Learning. We are driven to improve and develop every team member at School Space and actively encourage all team members to proactively contribute to our culture.

Our impact

In the last 12 months, we've generated over half a million pounds for our partner schools. That equates to 200,000+ free school meals, 40 additional teaching assistants, 85,000 footballs but importantly, a brighter future for those schools.

Our story

In 2010, our founders, James and Jemma, became part of Wheatley Park's Head Boy and Girl Team. In their final year, the school was put into 'special measures' by Ofsted. It became the pair's mission to show that their school was about more than this 'failing', and they struck on the idea of renting out Wheatley Park's facilities to generate income and open their doors to the local community.





HR Assistant

Why does this job exist?

We facilitate thousands of customers and events per month, all of these need to be seen into our venues by our great on-the-ground team of Community Connectors. The Community Connector role attracts a wonderfully diverse range of people, but with rapid expansion, we're looking for someone to oversee the process of bringing these people into the team.

What kinds of things will you be accountable for?

In short... Ensuring that we have a great team in the business! This will include:

- Overseeing an HR portal
- Posting job adverts online for roles
- Being accountable for the on-boarding of new staff members
- Interviewing potential candidates
- Working with Operations team to refine the training programme for Community Connectors
- Tracking churn within the Community Connector team
- Pushing out team surveys and analysing results
- Answering team enquiries over phone and email
- Working with our Operations Managers to ensure that all team requests are dealt with and team members are having the best possible employment with us
- Finding and utilising community channels to post jobs, including, but not limited to, noticeboards, local shops and newsletters
- "AB testing" the best advertising for our roles, refining copy to yield best results
- Deciding on, and implementing an applicant tracking system

How will you know it's going brilliantly?

- All new team members are on-boarded within agreed time frame
- All HR issues resolved with the help of the Directors within agreed time frame
- All statutory HR commitments being satisfied

What will help you succeed in this role?

- Attention to detail
- A passion for helping our team
- Confidence to ask the right questions and provide great 'service' to the rest of the team
- Always thinking about how to do something in a better, quicker or more efficient way
- Resilience - you'll be getting a lot of people asking you to lots of things
- Ability to handle administrative tasks with diligence and pride



- Confidence to cope with the fast-paced, and changing nature of a growing company

We're looking for candidates who can deliver everything above while:

- Have excellent communication skills
- Are proficient in basic Google-suite skills
- Enjoys both working individually and part of a team
- Can cope with (and enjoy) a varied role with multiple priorities
- Enjoy working in evolving business with new systems and process being brought in

Why should you work for us?

If the above wasn't enough(!), School Space is a family that cares about its impact. We sleep well at night knowing that we are contributing to a growing company, as well as providing schools with opportunities to increase their budgets and do good for their community.

Aside from this, being a small team, the exposure to all elements of business equips our team with the ability to turn their hand to many future endeavours!

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

To Apply: Please send your covering letter and CV to founders@school-space.org
Deadline: 8th February 2019