VACANCY

HR Administrator

Who are we:

Severndale Specialist Academy is a multi-site Academy catering for children with special educational needs in Shropshire. Our children and young people can access Severndale Specialist Academy from Nursery through to Post 19 and have a range of learning difficulties.

What is the purpose of the role:

The Academy is seeking a HR Administrator to effectively provide HR administration, coordination of staff absence and arranging CPD for the Academy.

The role involves liaising professionally, courteously, and politely with all stakeholders, trustees, members of staff, students, and parents.

Role requirements:

- 5 GCSE's grades 9-4 (A* - C) including Maths and English
- Experience of working in an administrative setting
- Undertaking HR administration including recruitment and absence cycle
- Supply accurate information for internal and external audiences
- Ability to respect and maintain confidentiality
- Ability to work on own and as part of a team
- Willingness to undertake appropriate CPD

Skills required:

- Excellent verbal and written communication skills
- Excellent IT skills, particularly excel
- Excellent organisational skills
- Remain positive when under pressure
- Ability to deal in a professional manner with all internal and external contacts

What is included:

- Permanent contract
- Salary range Grade 6: From £15.17 per hour to £16.26 per hour
- 37.5 hours per week for 42 weeks of the year (Term Time plus 4 weeks).
- Start: 7.30am/Finish: 3.30pm
- Access to the School Advisory Service & Bike to work scheme
- Continuing Professional Development & Local Authority Pension Scheme

Closing Date: 12 noon Monday 8th April 2024.

Interviews will be held on Thursday 11th April 2024.

If you want to further your career in a fast-paced environment, then please complete the application form at www.severndaleacademy.co.uk and forward your information to:

susan.carroll@severndaleacademy.co.uk

The Learning Community Trust is committed to safeguarding and promoting the welfare of Children and young people. All post holders are subject to an enhanced DBS check (including a check on the children's barred list) for the successful applicant. References will be checked following the Learning Community Trust recruitment and selection process. We are committed to equality and diversity and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education.

For more information regarding our schools commitment to safeguarding, please see our website for our school policies - https://severndaleacademy.co.uk/our-school/policies/