



## **HR Officer (Suffolk academies)**

**Full time, 37 hours per week, working all year around**

**The salary range is £25,951 - £27,668 / SO1, P29-P31**

### **Permanent position**

An opportunity has arisen for an HR Officer to work within the Trust's HR team. The successful applicant will be responsible for providing a professional, efficient and effective HR administration service to the Trust and its Suffolk academies. This will be a demanding, varied and highly challenging role that will provide an excellent career opportunity for an exceptional individual.

The successful applicant will have:

- excellent organisational skills;
- strong and effective communication skills;
- the ability to prioritise and have a meticulous attention to detail;
- the ability to work on their own initiative; and
- experience of working in an HR administrative capacity and /or a strong desire to do so.

All applicants must have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Trust.

Applications are invited from those who feel they have the relevant skills, experience, drive and ambition. An application form, job description and person specification can be obtained from [www.paradigmtrust.org/careers](http://www.paradigmtrust.org/careers).

**Closing date for receipt of applications:** 8am, Tuesday 14<sup>th</sup> November 2017 - All completed applications must be emailed to [shruti.kainth@paradigmtrust.org](mailto:shruti.kainth@paradigmtrust.org)

**Short listing:** Thursday 16<sup>th</sup> November 2017

**Interview date/times:** Monday 20<sup>th</sup> November 2017, individuals will be contacted with specific times