

HR OFFICER – OPERATIONS

(SUFFOLK ACADEMIES)

£29,055 - £30,756 per annum (this is a full-time position)

Permanent position – based in Ipswich but requiring occasional travel to London

We are seeking to appoint a HR Officer to work as part of a team, to provide a quality HR administration and operational service to Paradigm Trust and its Suffolk academies. The Trust currently has one secondary and two primary academies in Ipswich; and a further three primary academies in Tower Hamlets in east London.

Supported by the Senior HR Manager, and working with a Senior HR Administrator, you will manage a range of HR administration processes including recruitment, life-cycle changes, payroll and leavers. You will also be pivotal in supporting the Senior HR Manager to ensure paper-based, payroll and electronic systems are working well, and that managers receive appropriate support in the management of a full range of case work.

The successful applicant will ideally have previous experience of working in schools; and be a confident self-starter. They will have strong background in an administrative HR capacity within a customer-focused environment; be comfortable with paper-based and on-line/IT systems; have excellent interpersonal and written/verbal communication skills; and be qualified, or willing to study for a CIPD qualification.

As a Trust, we are outcomes-driven and welcome discussion of flexible working options, including the possibility of part-time working.

To receive a recruitment pack please email hr@paradigmtrust.org All applicants must have due regard for safeguarding and promoting the welfare of children and young people and to following the child protection procedures adopted by the Trust.

Closing date for receipt of applications 13th July 2018. All completed applications should be returned by email to Jennifer.shone-tribley@paradigmtrust.org

Interview date/times: Shortlisted individuals will be contacted with the date and time.