



Trust Shared Services
William Lee Centre
Flatts Lane, Calverton
Nottingham, NG14 6JZ
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May 2018

Dear Applicant

HR Officer

Thank you for your interest in our recent advertisement for the above position for The Redhill Academy Trust. I have pleasure in enclosing details.

Following the recently implemented HR & Payroll Shared Services function, providing central support to all of its academies, an opportunity has arisen for a HR Officer to join the new function at its offices in Calverton.

The successful candidate will be key in providing advice in accordance with statutory regulations, preparing accurate and timely Human Resources administration and ensuring the delivery of accurate data entry and statistical reporting in accordance with the needs of the Trust.

If you would like to apply for the post, please send your letter of application to the Trust postal address, or to hr@redhillacademytrust.org.uk, clearly demonstrating your suitability for the role, together with the completed application form, to arrive before midday on Friday, 18 May 2018. Please ensure that the post for which you are applying has been stated clearly on the application form.

Due to the number of applications we receive, it is with regret that we cannot respond to every application. Therefore, if you do not hear from me within two weeks of the deadline, please assume that, on this occasion, your application has not been successful.

I look forward to receiving your application.

Yours sincerely

Jon French
Director of Operations