

REDHILL ACADEMY TRUST

Exsisto Optimus



**Trust Shared Services, William Lee Centre, Flatts Lane,
Calverton, Nottingham, NG14 6JZ**
www.redhillacademytrust.org.uk

HR Officer

37 hours per week - AYR
Band 9, Scale point 41-45
£23,645 - £26,100
Required as soon as possible

The Trust has recently implemented a HR & Payroll Shared Services function, providing central support to all of its academies. An exciting 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.

The Redhill Academy, as an outstanding school in Nottingham, converted to academy status in 2010, forming the Redhill Academy Trust. The Trust now sponsors ten schools across Nottinghamshire and Derbyshire: The Redhill Academy, The Carlton Academy, Hall Park Academy, Oakwood Academy, South Nottinghamshire Academy, Colonel Frank Seely Academy, Carlton Infant Academy, Carlton Junior Academy, Park Vale Academy, The Bolsover School and Robert Mellors Academy. Please visit the Trust website for more information about our individual academies: www.redhillacademytrust.org.uk

For a full job description and application form please visit our website www.redhillacademytrust.org.uk or email hr@redhillacademytrust.org.uk

Redhill Academy Trust is committed to safeguarding children practices, any appointment will be subject to an enhanced DBS check and successful references.

Closing date for applications – Midday, Friday 18 May 2018
Interviews will be held on 23rd & 24th May 2018