



Midsomer Norton Schools Partnership

Immediate start required

Payroll & HR Administrator

20 hours per week

Grade N: actual salary £10,008 p/a

Term Time only plus all Inset days plus 2 weeks during school closure period

Midsomer Norton Schools Partnership is a Multi-Academy Trust of eleven schools, primary and secondary. The vision of the Trust is to provide high quality education for all the children in our community.

Due to expansion of the Trust an additional person is required to support the administration of payroll and personnel. This role is centrally based and will involve working with all the schools in the Trust and in particular the primary schools. An experienced administrator with experience in payroll and HR would be an ideal candidate.

We would like to hear from you if you believe you can make a positive contribution to the MNSP.

For further details or to apply please visit our vacancies page at
<http://midsomernortonschoolspartnership.com/vacancies.htm>

Closing date: 9 July 2018 (midday)
Interviews will be held w/c 16 July 2018

Midsomer Norton Schools Partnership is committed to safeguarding and promoting the welfare of children. The successful applicants will need to undertake an enhanced disclosure via the Disclosure and Barring Service.

www.midsomernortonschoolspartnership.com

Executive Headteacher/CEO: Alun Williams

Registered Address: Norton Hill School, Charlton Road, Midsomer Norton, BA3 4AD

Company No: 7365778