

HR Assistant with responsibility for payroll administration

NJC Level 4A points 11-15, actual salary £15,732 - £17,313 per annum

30 hours per week, term time + 10 addition days + 5 CPD days

Appointment to start ASAP

Based at Great Ouse Primary Academy

Sharnbrook Academy Federation (SAF) is a multi-academy trust made up of five excellent member academies, which has a commitment to excellence in education and puts student progress at the heart of all it does. SAF has an outstanding reputation and provides a strong support network and a variety of opportunities for staff in each of its academies.

We are looking to recruit a competent and articulate HR professional to join our experienced and motivated HR team. You will be responsible for ensuring the effective delivery of HR services across the Trust, with particular responsibility for processing payroll information for submission to our payroll provider. The role will also support the HR team to provide our academy schools with a proficient service across a number of disciplines in respect of recruitment and selection including safeguarding responsibilities, employee relations, sickness absence and database management.

You must be able to demonstrate that you can respond well to meeting strict deadlines as well as working under pressure, high levels of accuracy and attention to detail. The ability to show integrity in working with sensitive and confidential information is key to succeed in this post.

The postholder must have worked within a HR environment and ideally possess experience of payroll processing. We are able to offer the opportunity to study towards the CIPD qualification if desired, together with some degree of flexibility in respect of working hours.

We encourage enthusiastic and motivational candidates who share a genuine passion to the post to apply.

Sharnbrook Academy Federation is committed to the continuous professional development of all staff, working in collaboration and sharing best practice.

Visits to the school are encouraged and warmly welcomed, by appointment.

Closing date: Monday 23rd September 2019 at 9am

Interview date: Thursday 26th September 2019

For further information on the role and to obtain an application pack, please visit www.greatouse.beds.sch.uk

Please return your completed application form to: HR Department, Sharnbrook Academy Federation, c/o Great Ouse Academy, Seaforth Gardens, Bedford, MK40 4TJ. Email: HR@saf.org.uk Telephone: 01234 907896

Applications from agencies and personal CVs will not be accepted.

Sharnbrook Academy Federation is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers, the Disclosure and Barring Service and the list of those prohibited from teaching or working within the profession.