

SHIRELAND COLLEGIATE ACADEMY TRUST

HUMAN RESOURCES ADMINSTRATOR

Band C/D £18,795 - £23,836

37 Hours per week – full time

Maternity Cover to Commence September 2020

We are seeking an efficient administrator to assist the HR Team in providing a professional, effective and efficient service in all aspects of HR administration for the Shireland Collegiate Academy Trust and our client schools.

You should have experience of working in an office environment using computerised records systems and experience of word and excel. Experience of working within a school/HR environment would be an advantage.

The successful applicant will be self-motivated, highly organised with an excellent telephone manner, written and verbal communication skills.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.

An application form and job description are available from our website www.collegiateacademy.org.uk

Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Closing date: 8.00am Monday 13 July 2020

Shireland Collegiate Academy Trust
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Smethwick
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