

HR & Finance Administrator

Temple Moor High School, part of Red Kite Learning Trust



Contract: Permanent

Hours: Full time, 37 hours per week, term-time only plus 5 days (training days)

Salary Grade: B1-B3, dependent on experience

FTE (full time, full year) salary: £24,790 – 27,269 per annum

Actual salary: £21,233 - £23,356 per annum

Holidays: equivalent to 13 weeks per academic year

For more information on our school: [website](#)

This is an exciting time to join Temple Moor High School as we look to build on our recent successes and strengthen our position as the 'school of choice' in East Leeds. We pride ourselves on being about much more than just examination results, but on being part of a community of learners, both students and staff, pursuing excellence in everything they do.

We are looking for someone who:

- has outstanding organisational skills and can communicate effectively with a wide range of people
- has a range of administrative skills, able to manage a range of tasks and can provide positive support to our business & operational teams
- proficient in Microsoft Office applications, especially Word and Excel

As a member of our Trust, you will benefit from:

- being part of a truly collaborative trust, working with professional generosity and towards a shared mission of **Nurturing ambition, delivering excellence and enriching children's lives**
- our Trust commitment to continue investing in our people, supporting every member of staff throughout their career to be the best they can be
- a clear set of RKL values, a celebration of equality and diversity and a working environment built on respect, kindness and promotion of positive wellbeing

We are pleased to offer a generous benefits package including an excellent pension scheme, £5k cycle to work scheme, discounted gym, family health, private medical insurance and dental care plans, discounts and online offers at major high street/online retailers, home technology benefit and our employee assistance programme accessible by you and your family.

Completed application should be submitted no later than **8th January 2024**, however, candidates are encouraged to apply asap as preliminary shortlisting may begin before this date.

#RKLTPeople

At the heart of excellence



Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. We are an equal opportunities employer which welcomes applications from all sections of the community. We are committed to promoting diversity and want a workforce which reflects the local population of each of our schools.



www.rklt.co.uk/Vacancies

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