



Human Resources Administrator

30 hours per week, Term Time + 2
NJC 9 to NJC 15 – £26,409 - £29,093 FTE
Start date: 1st March 2025

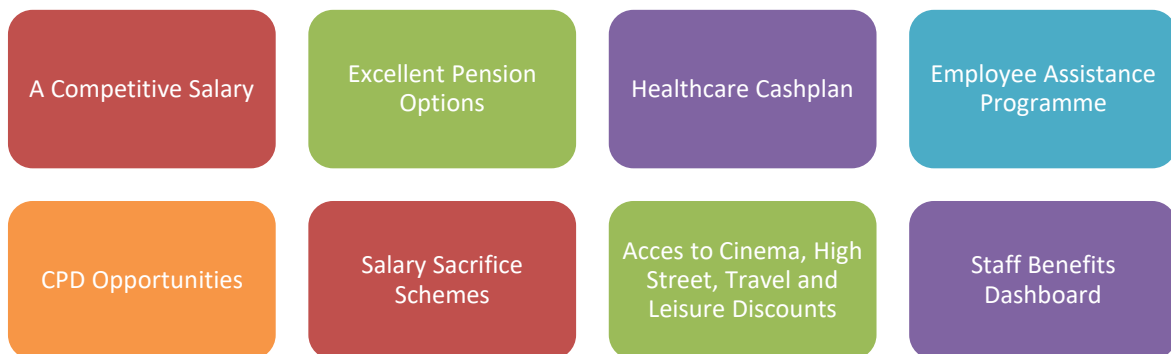
We are seeking to appoint a Human Resources Administrator for the Aspire Schools Trust. The postholder will work closely with the Trust Director of People & Wellbeing and Senior Leadership Teams to create, implement and maintain HR and Payroll processes and to support the Trust in its vision to attract, develop, reward and support our staff.

The successful candidate will require strong organisational skills and be adept at multi-tasking, in order to work across a range of activities including payroll and pension administration, supporting school HR leads with recruitment and induction processes and supporting the Trust administration function. You will provide administration support across all aspects of the HR and administration function to ensure everyone strives to deliver the best possible outcomes for our pupils.

We are looking for an excellent administrator with the ability to prioritise, work efficiently and accurately to statutory deadlines. The successful candidate must be able to establish and maintain effective working relationships with a range of school stakeholders. This is crucial to the success of the role and applicants must, therefore, have strong listening and communication (verbal, oral and written) skills. Candidates must also be able to demonstrate excellent IT skills.

This position will initially be based at Sir William Robertson Academy, Main Road, Welbourn, LN5 0PA however the successful candidate will be expected to spend time at the other schools within the Trust.

We will offer you:



Safer Recruitment:

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. The successful candidate will be subject to Safer Recruitment checks in line with the [Keeping Children Safe in Education](#) guidance, which includes an enhanced DBS check. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 175 (as amended) and will involve contact with children and, therefore, the post holder will be engaging in regulated activity relevant to children.

How to Apply: Please visit the Trust website to complete an application <https://www.aspireschoolstrust.org/vacancies/>

If you have any questions about this vacancy, or would like to visit our Trust in advance of making an application please contact Miss Nicola Ball hr@aspreschoolstrust.org or call 01400 272422.

Closing date: Noon, 17th January 2025

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