



## **EPA Trust**

### **HR Manager**

Salary: Grade 11 (£39,186 – £42,403 pro rata)

Hours: Current postholder works 25 hours a week, term time plus 2 weeks, and we are open to discussions about flexibility and working hours between 0.6 and 0.9 FTE

Contract term: Permanent

Location: EPA Central Team Offices, Bartholomew School, Eynsham

Start date: November 2024

We are looking for an organised and enthusiastic person to join the EPA's Central Team as a Trust HR Manager.

We are seeking to appoint an innovative, highly skilled, motivated and experienced Human Resources professional. The successful applicant must be a confident Human Resources Manager with the ability to manage HR, payroll and pension processes and procedures for our schools including disciplinary, capability and sickness absence, as well as managing change and wellbeing within the Academies. The post holder will undertake direct line management of the Trust Payroll Manager and HR and Payroll Assistants.

This is an ideal role for someone who enjoys working as part of a team and is interested in further developing good existing working relationships throughout EPA. We are a group of secondary and primary schools serving the local community and families in the Eynsham and surrounding area and are one of the top Trusts in Oxfordshire for educational outcomes. Our vision of aspiration, collaboration and excellence is at the forefront of everything we do for children and our wider community.

The post holder will need to work on their own initiative within a busy environment, have excellent organisational and ICT skills, and be able to advise the Senior Leadership Team.

The Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. Successful candidates will be required to undertake and receive a satisfactory Disclosure & Barring Service check, as well as attending safeguarding training as part of this role.

**To find out more about this opportunity, please view the job description or for further information contact Eliza Hough, Operations Manager by email [elizahough@epatrust.org](mailto:elizahough@epatrust.org)**

Closing date: 10am 13<sup>th</sup> January 2025