

Trust Payroll and HR Administrator

Part time – Permanent 25-30 hours per week, full year

Grade 6 (£17,843 - £19,029) or Grade 7 (£19,029 - £20,310) depending on experience

We are seeking a talented and inspirational individual who is able to combine excellent communication and organisational skills, self-motivation, flexibility, patience and perseverance.

Working with the central services team, you will take responsibility for elements of payroll and HR administration for the Trust, working proactively to ensure compliance with Trust policies and procedures. For full details please see the job description.

We are looking for an administrator who has:

- Good organisational skills
- Change management skills
- Creativity and flair
- Dedication and energy
- Superb communication and interpersonal skills
- The ability and desire to work as part of a team

We can offer:

- The support of highly motivated and supportive colleagues who are fun to work with.
- Ongoing support for career development.
- A positive environment in which to work and learn.

This is an exciting time to join the Central Team as we continue to build on our success. We are committed to staff development and all staff receive a full induction programme.

The role will be based at the Central Office, Abingdon Learning Trust, Hendred Way, Abingdon, OX14 2AW, and there will be a requirement to visit the different school sites.

As the Trust continues to flourish, your contribution and commitment will be part of that future. If you have any questions about the position then please email recruitment@abingdonlearningtrust.org.

Safer Recruitment

Abingdon Learning Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of children and requires all staff to share this commitment. The successful candidate will be required to apply for a DBS check at an enhanced level.

Closing date: 6 January 2025

Start date: As soon as successful candidate is available