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| **Epworth Education Trust**  **Westleigh Lane**  **Leigh**  **CEO – Julie-Ann Hewitt**  **Tel: 01942 777706**  **Job Title:** Finance & HR Business Partner  **Salary Grade:** Scale Point Range: SCP 24-28  **Annual Salary (Actual):** £31099 - £34723  **Working Pattern:** 37 hours per week, full year although term-time+ will be considered  **Required From:** ASAP  **Employer:** Epworth Education Trust  **Based at:** 3 schools within Tameside and Wigan LA with some hybrid working    At Epworth Education Trust we are proud of our family atmosphere and we strive not only to provide the highest quality of education, but also help our pupils become happy, successful and well-rounded individuals. We want them to have the best start in life and we are here to help them to acquire the skills, knowledge, understanding and ambition to prepare them for life beyond the classroom ensuring that all our children achieve the very best that they can.  We have an opportunity for you to be a part of that journey and are seeking to appoint a Finance & HR Business Partner to work at 3 of our schools within the Trust. This is an exciting opportunity to hold a pivotal role within the schools being responsible for a wide and varied remit overseeing all aspects of our Academies finances, HR and payroll.  The role will involve working closely with the Trust Central Team, Headteacher and the Admin & Ops Lead to ensure the schools are running efficiently and effectively.  **We are looking for someone who has**:   * Some experience within the Finance sector and working towards a finance qualification * An innovative approach and high energy levels * Enthusiastic and action oriented * The ability to use initiative to respond to and resolve problems * The ability to manage conflicting priorities and changing requirements * A Proven track record of building strong personal relationships and credibility at senior level across all internal functions * Will be an active member of our academy team and contribute to the school’s Christian and nurturing ethos   **In return our Trust offers you**:   * A generous employer contribution towards LGPS pension * Access to Employment Assistance Programme * A strong and supportive School leadership team, and Trust Central Team * Generous Holiday entitlement * Wellbeing Package * Salary sacrifice schemes * Access to training opportunities and professional development   Please contact us at HR@epworthtrust.org.uk to arrange this.  All application forms should be returned by email to HR@epworthtrust.org.uk by post or in person to the school office.  **Closing date: Tues 14th Feb 12pm**  **Short listing: 14th February 4pm**  **Interviews: 27th February**  **This post is subject to Enhanced Disclosure Procedures. Epworth Education Trust are committed to safeguarding and promoting the welfare of children.**  **As part of the Epworth Education Trust we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We work to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. The procedures contained in our Safeguarding Policy apply to all staff, volunteers and governors.**  We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race. |