



Post:	HR Administrator
Hours:	Full Time – 37.5 hours per week to be worked over 5 days, although some flexibility may be possible Term time including inset days plus two extra weeks to be worked during the school holidays for payroll processing
Salary:	FTE £24,203 - £27,093 pro rata per annum depending on experience (actual salary £21,954 - £24,576 for working term-time only plus 2 weeks)
Contract:	Permanent
Start date:	June 2025

Are YOU an organised and efficient Administrator with good attention to detail? Do YOU want to work in a supportive team and academy that values your contribution?

This is an exciting opportunity to join our outstanding schools and be part of England's biggest Multi Academy Trust. This role could suit someone with previous experience working in a school, or alternatively it would be an ideal role for someone looking for the flexibility of a term time only contract.

About the role

We are seeking to appoint an HR Administrator supporting the HR team with recruitment, payroll and general HR administration.

The role will involve inputting new starters, contractual changes, overtime and absence onto the payroll system iTrent, all aspects of recruitment administration, writing letters, updating spreadsheets and maintaining staff records.

About you

The successful candidate will:

- have outstanding administrative and communications skills
- be efficient and a highly motivated professional
- have good attention to detail
- be able to assist in delivering a high-quality service to our Academies
- be highly competent in the use of IT and Microsoft packages and have experience working with HR systems.
- have the ability to organise, prioritise and be flexible with workload
- be confident and able to provide clear and concise instruction and guidance
- be resilient, resourceful and have high expectations
- enjoy working as part of a hardworking team

Principal: Mr Leon Lima

Glenmoor & Winton Academies is part of United Learning. United Learning comprises: UCST (Registered in England No: 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. VAT number 834 8515 12. Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.

Glenmoor & Winton Academies
Beswick Avenue
Bournemouth
Dorset
BH10 4EX

t: 01202 527 818
e: info@glenmoorandwinton.org.uk
w: glenmoorandwinton.org.uk





We can offer you:

- one personal day every academic year.
- access to the Local Government Pension Scheme – **we contribute 23.6% each month on top of your contribution!**
- occupational sick pay, protecting you and your family.
- access to our health care cash plan and rewards scheme after six months service.
- over 250 employee exclusive benefits through our partners, Perkbox, including access to discounted cinema tickets, holidays and gym memberships, car leasing and Cycle2work schemes.
- continuous Professional Development options that will be tailored to your needs.
- competitive maternity, paternity and adoption benefits.

For more information

To apply, please complete the online application form.

For more information about this role please contact:

mbeales@glenmoorandwinton.org.uk

Closing date: Midnight on Sunday 16 March 2025

Interviews: Tuesday 25 March 2025

Glenmoor & Winton Academies are an equal opportunities employer and welcome applications from all suitably qualified candidates.

The Academies are committed to safeguarding and promoting the welfare of children, therefore all applicants must be willing to undergo child protection screening, including checks with past employers and an Enhanced Disclosure via the DBS. To comply with the Immigration, Asylum and Nationality Act 2006, all prospective employees will be required to supply evidence of eligibility to work in the UK.

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