



**St Ralph
Sherwin**
Catholic Multi Academy Trust

Dear Applicant,

Thank you for your interest in our advertisement for the post of HR Advisor at St Ralph Sherwin Catholic Multi Academy Trust. This is an exciting opportunity to join a friendly and enthusiastic HR team and I have pleasure in enclosing details of the post.

The HR team

Responsible to the CEO for Saint Ralph Sherwin Catholic Multi-Academy Trust (CMAT) and the HR Director who works across the four CMATS within the Diocese of Nottingham, the HR team for Saint Ralph Sherwin comprises of:

- 1 x HR Manager (Full time and all year round (AYR) contract)
- 2 x HR Advisor (current vacancy, one all year round contract & one term time +)
- 2 x HR Officers (Full time and AYR)
- 1 x HR Assistant / Payroll Assistant (Vacancy)
- 1 x HR Apprentice (Full time and AYR)

We are based at a Central Office at St Katherine's House, St Mary's Wharf, Derby DE1 3TQ. The role will involve travel to schools within the CMAT, therefore a driving licence and access to a car is essential.

Working pattern and flexibility

The vacancy is being offered on a part time basis, ideally on an all year round contract, however applications from candidates that would like term time + are welcomed. Please make your preferred working pattern clear in your application.

This role is an excellent opportunity for the appointee to develop their HR careers. The Trust is heading into its fourth year and there will be opportunities to work alongside myself and the team to develop and implement the latest HR initiatives. There is also opportunity to work with the other HR Advisors across the diocese. The Trust is committed to providing excellent CPD opportunities for all staff and the roles will allow the person appointed to gain experience in the full range of HR duties.

If you would like to discuss the role further, please email me at hr@srsccmat.co.uk.

I look forward to receiving your application—please see the How to apply section for further details.

Yours sincerely

S. Reader.

Sarah Reader
HR Manager