



Recruitment at White Woods Primary Academy Trust

HR Advisor

Welcome



White Woods
Primary Academy Trust



Job Title: HR Advisor

Salary: £34,834 - £37,336 (Pro Rata Salary - Pay award pending)

Appointment: Permanent / 37 hours per week, 42 weeks per year

White Woods Primary Academy Trust was established in September 2013. The Trust's work is driven by 4 core values, our 4Cs: Child Centred, Collaborative, Curious and Challenging. We have a successful DfE English Hub within the Trust and a strong track record of developing effective approaches to reading. Our core focus is to support and grow the very best leaders, who are equipped to deliver excellence always keeping classroom practice at the forefront; keeping the main thing the main thing.

We are seeking to appoint an experienced HR Advisor who aligns with our core values and has a strong track record of school improvement. The successful candidate will:

- To provide high quality professional advice and support to managers and staff for all HR related matters.
- Undertake specialist and general HR tasks as required and appropriate to the role.
- Work alongside the external HR consultancy to provide exceptional advice and guidance to all employees with WWPAT.

The successful candidate will support the full employee life cycle and will be involved in all areas of the Human Resources function. The post holder will be expected to work as part of the Operations team in the provision of a comprehensive HR service at White Woods Primary Academy Trust. The post holder will be required to work closely with the COO, Payroll and the Finance Team. The post holder must hold a driving licence to visit our other sites including those based in and around the Rotherham area as and when required.

The post offers the opportunity to join the Trust Central Team supporting all schools within a significant Multi-Academy Trust and is committed to making a difference to communities on a local level, while individually improving the life chances of all young people. The successful candidate will be expected to support and contribute to the wider development of the Academy Trust.

For more information regarding the post please refer to the Job Description and Person Specification.





White Woods
Primary Academy Trust

White Woods Primary Academy Trust
The Pod - Canklow Woods Primary School
Wood Lane, Canklow Road,
Rotherham, S60 2XJ
t: 01709 267019
w: www.whitewoodsprimaryacademytrust.co.uk
e: admin@wwpat.org
x: @WhiteWoodsPAT1

Key dates

Recruitment Opens: Tuesday 24th July 2024

Recruitment Closes: Tuesday 13th August 2024

Interview Day: Tuesday 20th August 2024

How to apply?

Applications should be completed on our online application form:
<https://zfrmz.eu/mLPA5rDOKBprZa4gBNgU>

*** Please note, for Job Location / Department, please select: Central Team**

This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level. Further information about the Disclosure Scheme can be found at **www.gov.uk/disclosure-barring-service-check**.

White Woods Primary Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Our Recruitment Privacy Notice can be viewed **[here](#)**.

