

# The Diamond Learning Partnership Trust

## HR Assistant

**Pay Range:** Local Government Scale 4 (Point 7-11) (£22,369 – £24,054)

**Full Time:** (37 hours per week, 52 weeks per year)

**Start Date:** ASAP

### **The Role**

The Diamond Learning Partnership Trust (DLPT) is a charitable Multi-Academy Trust. We work hard to achieve the highest level of support, teaching and resources in an outstanding environment and are extremely proud of the success of our pupils and staff.

We are looking to appoint a flexible HR Assistant to provide confidential administrative support within the HR team.

The successful candidate will be part of the central HR team and have excellent attention to detail, time management, be adaptable, enthusiastic, highly motivated and have the ability to work as part of a team.

Previous HR experience in a school would be an advantage.

Some of the key responsibilities will include:

- Providing comprehensive support with the full recruitment process including placing job advertisements, collating and distribution applications for shortlisting, inviting applicants for interview and completing all necessary pre-employment checks;
- Maintaining management information systems and personnel files;
- Producing and issuing accurate documents such as contracts of employment, contractual changes, leaver letters and other documents as necessary

This post is based in St Neots, Cambridgeshire but may require travel to other schools within the Diamond Learning Partnership Trust.

The successful candidate will be subject to an enhanced DBS check.

For further information and to apply please visit the DLPT website:

[www.diamondlearningtrust.com](http://www.diamondlearningtrust.com).

Completed application forms together with a covering letter outlining your interest and suitability for the post should be submitted to: [HR@diamondlearningtrust.com](mailto:HR@diamondlearningtrust.com)