HR Coordinator Advert

Join Concordia Multi Academy Trust as HR coordinator providing forward thinking and professional HR support across the Trust.

Working with us includes access to:

* a fantastic and friendly team environment
* non-contributory pension of 8%
* flexible working (see further information below)
* health care benefits including Virtual GP, Cognitive Behaviour Therapy and physiotherapy
* career development opportunities

What are we looking for?

We are looking for someone who has experience in a HR role and is willing to learn about our Trust and help us to develop HR processes as the Trust grows.

You should have at least three years work experience in a HR role and bring excellent organisational, timekeeping and ICT skills. We use Microsoft O365 and expect the candidate to be skilled in Office 365 applications including PowerPoint, Word, Excel, Outlook and Teams, if you know SharePoint and OneDrive that’s a bonus. We use SAM People as our HR software.

The role will offer lots of varied responsibilities so you should be comfortable with every day being different and as a result we need you to be a quick learner. These traits are crucial as we are looking for someone who can join us and make an initial positive impact.

Who are Concordia Multi Academy Trust?

We are a registered Charitable Company consisting of nine primary age schools with a further school joining in 2025 and expectation we will grow further in 2026 and 2027.

It goes without saying that we are dedicated to delivering the highest levels of education to our 2100+ pupils and support our 380 staff in their wellbeing and development.

The Role

See our role profile for full information on the responsibilities of the role.

Hours

The role requires, and we offer, flexibility in delivering the weekly 37 hours on a term time only contract of 39 weeks (which includes inset days) or 30 hours per week over 52 weeks (with holiday allowance).

The hours will be flexibly agreed with your line manager.

This is a one year fixed contract that may lead to a permanent position.

Location

The main place of work will be the Trust offices in Ellesmere Port, but you may be required to work at any of the Trust’s present and future sites that are within reasonable travelling distance, notably to fulfil your duties. You will also be able to work at your home address, but this is subject to the needs of the Trust and will be agreed with your line manager.

Pay

The salary for this role will be from Grade 8 depending on experience. This is equivalent to £34,315.69 for a full-time role.

Applying

To apply send your CV and a covering letter to [careers@concordiamat.co.uk](mailto:careers@concordiamat.co.uk) . Your covering letter should include why you are applying for the role and provide insight in to how you meet the role profile.

We will shortlist the applicants and they will be invited to a face-to-face interview with the CEO and COO.

If you would like to discuss the role prior to applying, please contact us at [careers@concordiamat.co.uk](mailto:careers@concordiamat.co.uk) and include your phone number.

*Concordia Multi Academy Trust is committed to safeguarding and promoting the welfare and safety of pupils. The successful applicant will be subject to stringent vetting procedures including an enhanced DBS check, section 128 check and satisfactory references.*

*Concordia Multi Academy Trust are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.*