



JOHN TAYLOR MULTI ACADEMY TRUST
C/O Fradley Park Primary and Nursery School
Murphy Street, Fradley
Lichfield WS13 8TW

HR Officer (Grade 8 – SCP 22 - 27)

37 hours per week, permanent and working whole year (a minimum of 30 hours per week may be considered, working over 5 days and whole year)

Salary range: £27,514 - £31,895

Intended start date - as soon as practicable

John Taylor Multi Academy Trust (JT MAT) is seeking to appoint an experienced Human Resources Officer who will support the HR service provided to its schools. This role would suit someone who has experience of working within the education sector and is a highly organised administrator with the ability to build relationships with our schools.

The postholder will be responsible to the HR Manager and will work alongside and supervise an HR and Admin Assistant. This is an exciting opportunity if you are someone who enjoys working within a busy team with a variety of people across multiple settings. In this fast-paced role, you will be responsible for providing generalist HR advice, supporting safer recruitment processes and ensuring that an effective HR administrative service is maintained across the growing Trust.

The postholder will be based at the Trust Offices at Fradley Park Primary and Nursery School (opening September 2022).

If desired, there will be an opportunity for the successful candidate to work towards a CIPD qualification through the apprenticeship levy.

Further information and application packs are available to view or download from our website www.jtmat.co.uk. Please note that CV's are not accepted, only fully completed application forms should be submitted for shortlisting to: hr@jtmat.co.uk. If you have any specific queries not addressed in the application pack, please contact the Chief Operating Officer: b.mahoney@jtmat.co.uk.

Closing date: 12 noon on Tuesday 30 August 2022

Interview Date: w/c 5 September 2022

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the (Exceptions) Order 1975 (2013 and 2020). This means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a caution or conviction should be disclosed can be found on the Ministry of Justice website: [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/guidance-on-the-rehabilitation-of-offenders-act-1974-and-the-exceptions-order-1975)

This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. An enhanced disclosure and barring service check is a requirement of this post. A copy of the Trust's 'Safeguarding Policy' is available to view by visiting the website: www.jtmat.co.uk