

Internal and External Advertisement **Human Resources Administrator**

We are seeking to appoint a part-time Human Resources Administrator on a permanent basis to commence as soon as possible, working 30 hours a week, 41 weeks per year. The post offers an excellent opportunity to work in a strong Human Resources Department in our highly successful academy, which holds a good Ofsted status.

The Main Purpose of the job

To support the Director of Human Resources with administrative tasks relating to Human Resource requirements throughout the academy and provide a professional, transparent and consistent approach in line with the academy values and ethos

Personal Qualities

The successful applicant should have a minimum level of qualifications, including level 2 in Mathematics and English at a minimum C grade [or grade 4] at GCSE, and the willingness to complete a level 3 CIPD qualification.

Applicants should be hardworking, enthusiastic, have a high level of commitment, and have the ability to focus on fostering the teaching, learning, and personal development of Year 7–13 students.

Responsibilities of the Post Holder

The responsibilities of the postholder will be in accordance with the Human Resources Administrator job description.

Remuneration and Working Time

The contract will commence as soon as possible. The hours of work required for the role are 30 hours per week split over 4 or 5 days per week (4 days 8:00 a.m.– 4:00 p.m. with a half-hour unpaid lunch break or 5 days from 8:30 a.m.– 2:30 p.m.), term time plus inset plus two weeks, 41 weeks per year.

The annual salary for this post will be in accordance with the Academy Support Staff Pay Scale, Band 2, Points 11–16, and the actual salary offered will be £16,233 per annum, the pro rata equivalent of Points 11, including an allowance for holiday pay.

We can offer you:

- A highly supportive and friendly working environment
- Opportunities to teach across KS3, 4 and 5
- Cycle-to-work Scheme
- Electric Vehicle Scheme
- 24/7 Free Employee Assistance Programme (offering individual support, information and advice including financial, legal and home-life and work-related issues)
- CPD opportunities and Internal Promotion
- Up to 25% Gym Membership
- Free staff car park
- Essex Working Well Wellbeing Service (health and wellbeing support and guidance)
- Access to Workplace Health Champions
- Access to Mental Health First Aiders

Application Process

If you are interested in the position and wish to discuss the post prior to application, please email Mrs. Dorcas Ologunde, Director of HR at d.ologunde@plume.essex.sch.uk, to arrange a telephone conversation. We are very proud of our academy and what we can offer new members of our collaborative team. The Director of

HR will be pleased to discuss the post and provide more information about the post and the academy in general.

To apply please complete the Online Plume Academy application form (APPLY NOW BUTTON/ <https://plumetrust.face-ed.co.uk/Vacancies/Detail?campaignRef=SCH-PT-0034>). This must be completed and submitted by the closing date and time stated (unaccompanied CV's or third-party application forms will not be accepted).

Closing Date: Monday 16 December 2024 by 16:00

Interview Date: Wednesday 18 December 2024, however, candidates may be taken through to interview sooner.

Plume Academy remains fully committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and trustees to share this commitment.