

January 2022

Dear Applicant,

**NSAT HR Officer**

At NSAT, we are determined to maximise the achievement of all students, thereby improving their life chances. We strongly value inclusion and diversity. We firmly believe that high quality teaching, learning and leadership are fundamental to our success. By embedding ambition in our students and building cultural capital, we will enable our young people to lead a balanced life as adults, capable of contributing positively to their community. Our Associate colleagues play a pivotal role in supporting this.

We are looking for a HR Officer to join our central Trust HR team, who will work closely with our Harrogate schools predominantly, and assist in the co-ordination and administration of recruitment, personnel records and data, and offer an effective HR support service to the NSAT central team.

To assist with your application and give further background information on the post we have put together the attached information including details of the job description and personal specification. We look forward to receiving your completed application form, which must be accompanied by a supporting letter of no more than one side of A4.

For further information and an application form, please visit the Trust website at [www.nsat.org.uk/careers-in-the-trust/vacancies/](http://www.nsat.org.uk/careers-in-the-trust/vacancies/). Completed applications must be returned to [recruitment@nsat.org.uk](mailto:recruitment@nsat.org.uk) as soon as possible, to arrive no later than 9am, Monday 7 February 2022. Please note CVs cannot not be accepted.

Once again, thank you for your interest in the post; we look forward to hearing from you.

Yours sincerely

Peter Addison-Child  
Chief Operating Officer