

NSAT HR OFFICER

Required as soon as possible

Full time, permanent

Salary Grade G £22,627 to £24,982 per annum

Northern Star Academies Trust seek to recruit the very best people to work across our Trust Partnership. We are looking for a HR Officer to join our central Trust HR team. The HR Officer is an integral part of the 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 be the successful candidate you will:

- Act as Relationship manager and develop a strong working relationship within the school communities on all HR matters such as ER case management, maternity and paternity leave, flexible working etc.
- Support the recruitment and selection process within the schools (drafting adverts, job profiles, advertising, collating applications, applying for references, and support during interview days).
- Ensure all new employee personnel files are up to date in order to hand over to the schools following completion.
- Build and maintain effective working relationships with employees and stakeholders at all levels, providing support and guidance on a range of HR policies and HR related issues within the Trust.

Why work for Northern Star Academies Trust?

We are a mission-driven Multi-Academy Trust, with an unwavering commitment to nurture learning in a sustainable environment so that our whole community can thrive, aspire and succeed. We offer access to a professional and supportive community of academies, fellow senior leaders, and mentors to help develop and progress your career. Each school in our Trust is unique and all of our primary and secondary academies are rated 'good' or 'outstanding' by Ofsted.

For further information and an application form, please visit the Trust website at www.nsat.org.uk/careers-in-the-trust/vacancies/. Completed applications must be returned to recruitment@nsat.org.uk. Please note CVs cannot not be accepted.

Closing date: 9.00am Monday 7 February 2022

Please note that the Trust reserves the right to close the vacancy before the closing date if a sufficient number of applications are received. Therefore, it is in the candidate's best interest to apply as soon as possible.

Northern Star Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires an enhanced DBS Criminal check.