

Hull Collaborative Academy Trust



EXTERNAL ADVERT **HCAT Central Team** **Payroll Officer (Maternity Cover)**

Grade 5, SCP 8 - 13 (£24,702 - £26,873 FTE)

37 hours per week (Flexible Hours)

Term Time only (+ 10 days)

Start date: Monday 16th September 2024

Hull Collaborative Academy Trust (HCAT) are seeking to appoint an enthusiastic, motivated person to cover a period of maternity leave within the HCAT Payroll department.

This role will be based at HCAT Head Office, Dorchester Road, Hull, HU7 6AH.

We are looking for someone who can work flexibly and as part of a dedicated and hardworking team, with the ability to work independently using their own initiative.

The successful candidate should have attention to detail and strong numeracy skills. Experience in the use of Excel spreadsheets, knowledge of Payroll and HR regulations/software and the ability to prioritise tasks effectively.

Please contact the HCAT HR & Recruitment Advisor via email on Emily.Mansfield@hcat.org.uk for an application pack.

Closing Date: Friday 12th July 2024, at 12.00pm (noon)

Interviews: TBC

The Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

As part of our safer recruitment procedures, online checks (including social media) may be carried out by the Trust, as part of our shortlisting process.