



**Truro and Penwith
Academy Trust**

**Permanent role
Talent Manager
TPAT Point 10 (£31,590 per annum, pay award pending)
37 hours/week
52 weeks /year
Closing Date: Wednesday 16th October 2024**

These are exciting new opportunities to join the TPAT Central Team.

The Talent Team is being established to support all recruitment administration and staff resourcing matters across the Trust. The roles are based at Academy House in Truro (but hybrid working is supported).

You will be responsible for leading the team and liaising with schools as appropriate to ensure that all staff recruitment and resourcing activities take place in a timely way in accordance with agreed procedures.

You will have a level 3 or equivalent in Business Administration and ideally have experience of staff recruitment and advertising procedures. You will have excellent interpersonal skills and have experience of managing staff.

Please email completed applications to handrew@tpacademytrust.org

Truro and Penwith Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in being appointed to a post, you will be expected to apply for a disclosure from the Disclosure and Barring Service as well as other employment checks before your appointment is confirmed.