



**Truro and Penwith
Academy Trust**

**Secondment Opportunity/Temporary role
Talent Team Officer
Fixed term for 12 months
TPAT Point 8 (£25,273 per annum, pay award pending)
37 hours/week
Term-time only (plus 10 days school holiday working)**

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 one of two people who will ensure that relevant paperwork is prepared in a timely way for all job vacancies and establishment changes across the Trust, including recruitment packs, job adverts and job descriptions. You will liaise with schools throughout the process and ensure that references and other employment checks are undertaken.

You will have recent office experience and have a Level 2 or equivalent in Business Administration. You will be familiar with Microsoft applications and be comfortable composing original written content.

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.