

## HR Assistant

Forward As One CE Academy Trust are seeking to appoint a: self-motivated, proactive, dedicated and organised individual to join our committed team in the pursuit of excellence!

### #OneTeam #OneMission #OneFamily

Could this be you?

### We are...

- ✓ A growing CofE MAT consisting of 14 schools across Bolton, Bury, Oldham, Lancashire and Tameside
- ✓ Passionate about providing our children with the best learning experiences and life chances
- ✓ Fortunate to benefit from a supportive and challenging Member and Trustee Board who push us to achieve great things!
- ✓ One Team who are committed to collaboration across all schools

### We will...

- ✓ Support each employee in their own development
- ✓ Develop you as a professional by providing access to appropriate accredited qualifications – such as: CIPHR, AAT, CSBM – dependent upon your personal aspirations
- ✓ Give you access to a ‘CPD Flightpath’ to ensure you reach your true potential

### We are seeking...

- ✓ An organised, forward-thinking, diligent individual who is ambitious for their own future
- ✓ Someone who is able to manage a demanding workload effectively with an eye for detail
- ✓ A team player – who is willing to contribute to our #OneTeam philosophy
- ✓ An individual who wants to challenge themselves
- ✓ Someone who wants to make a difference to our young people!

If you would like to learn more about this opportunity – please visit:

[www.forwardasone.uk](http://www.forwardasone.uk) to read our job description and person specification.

### Timeline:

**Closing date** – Friday 25<sup>th</sup> October 2024

*We look forward to meeting you in the near future!*

**Forward as One Church of England  
Multi Academy Trust**

**A:** Newnham Street, Astley Bridge,  
Bolton, BL1 8QA

**T:** 01204 333 741 **E:** [enquiries@forwardasone.uk](mailto:enquiries@forwardasone.uk)

**www.forwardasone.uk**  **ForwardAs1Trust**