



## **Great Heights Academy Trust**

### **HR Officer**

**Permanent, full-time role, 37 hours per week**

**Salary - £25,119 - £26,421**

**Start – Immediately**

This is a truly exciting opportunity for a dedicated and enthusiastic HR Professional with an interest in the Education sector, to support the Director of HR providing a service to Academies, schools and designations within the Great Heights Academy Trust.

We are looking to recruit a hands-on HR Officer someone who already has experience gained within a professional HR function. This is a broad based, generalist HR role within a fast-paced environment that calls for high levels of responsibility, confidentiality and attention to detail.

Working alongside the Director of HR you will be responsible for delivering a best practice HR service to support the business. This is a busy and demanding function where there are constant requests and enquiries. You must enjoy working in this kind of environment and confidently be able to multi-task and prioritise your workload, sometimes having to push back where necessary.

You will support the business by providing HR support and guidance across a number of key operational areas including absence management, appraisal/ performance management and supporting with a range of ER issues. Travel to various sites will be a requirement.

Providing a fast and efficient response is important, you must be able to support this by providing the very best levels of service to all employees and stakeholders. You must have excellent interpersonal skills and be able to communicate effectively at all levels.

We are looking for someone who is ideally CIPD qualified and has at least 4 years' experience within a professional HR function. A flexible can-do attitude is essential.

To apply for this position please send your CV to Alison Haldenby, Director of HR, at [ahaldenby@themfg.co.uk](mailto:ahaldenby@themfg.co.uk) or to discuss this position in more detail please contact Alison on 07811 164434

**Closing Date: Monday 2<sup>nd</sup> September, 9am**

**Interviews: TBC**

*Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.*

**GDPR Disclaimer:** Please note and appreciate that whilst we review all CV's and applications, due to the high volume that we receive on a regular basis, we can only respond to candidates that have been successful with their application. Therefore, if you do not hear from us within **14 working days of your application**, please accept that your application has been unsuccessful. In line with the General Data Protection Regulations (May 2018) (replacing the Data Protection Act 1998) we will permanently delete information for all unsuccessful applications, and we will not keep candidate information on file for future vacancies at this stage of our process.