



## Great Heights Academy Trust

### HR Officer

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

**Salary – Point 9-12 - £25,119 - £26,421**

### Start – Immediately

This is a truly exciting opportunity for a dedicated and enthusiastic HR professional to join our friendly HR department here at Great Heights Academy Trust. We are looking to recruit an individual with an interest in the education sector, to support the HR function in providing an outstanding service to the academies and designations within our Trust.

Your role will involve managing a diverse set of HR administrative tasks, as well as upholding our Trust's policies, procedures, and objectives. Additionally, you will play a key role in ensuring the continuous progress and welfare of our employees.

The HR function is busy and demanding, but extremely rewarding and no two days are the same. You will be required to deal with requests and enquiries efficiently and effectively. As the successful applicant you will support the business by providing HR support and guidance across several key operational areas including absence management and performance management. Travel to various sites within the Trust will be a requirement of the role.

Our team is looking for someone with excellent interpersonal skills who can communicate effectively at all levels. You will be comfortable working productively under pressure, managing multiple tasks concurrently and prioritising workload. We require an individual with administrative expertise and strong IT skills. Ideally you will be level 3 CIPD qualified and have at least 3 years' experience working within a professional HR function. A flexible can-do attitude is essential.

In return you will work with a progressive and forward thinking Multi Academy Trust where there are opportunities for development and career progression. As a Trust we offer many benefits including a generous holiday entitlement and contributory pension through the West Yorkshire Pension Fund. Great Heights Academy Trust is a growing multi-academy trust with nine schools in the West Yorkshire area with plans to further expand. In addition, we are home to a SCITT, Research School and an English Hub.

To apply for this position please send your completed application form, as a Word document to Hayley Drummond, Recruitment Officer at [recruitment@greatheightstrust.org.uk](mailto:recruitment@greatheightstrust.org.uk) we look forward to hearing from you.

**Closing Date: Monday 14th October 2024, 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.