



HISP Multi Academy Trust

Trust HR Assistant

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| Salary: | Grade C (FTE salary £18,932 - £19,940) |
| Hours: | 30 hours per week, though other work patterns will also be considered |
| Weeks Worked | Term time, plus 4 weeks (including at least 2 weeks during the summer vacation) |
| Contract: | 12-month Fixed Term Contract, ideally starting September 2021 |
| Responsible to: | Human Resources Manager |
| Based at: | Tanners Brook Primary School and one day a week at Portswood Primary School |

HISP Multi Academy Trust believe in building excellent educational environments that inspire and unlock potential in all our school communities. We currently have three schools within our Trust covering the age ranges from nursery to 16 with plans to expand and grow quickly across our geographical location.

Whilst we are currently a small trust, we are ambitious and have a broad range of outward facing accreditations that support our schools and those within our local area. We are part of the Education Endowment Foundation Network with our HISP Research School. Evidence informed practice underpins our ethos, professional development and school improvement. We have an outstanding provision for training new teachers through our Hampshire SCITT Partnership, which also supports career progression for staff within our Trust and links to higher education. We have recently been designated, by the DfE, with two Teaching School Hubs covering Portsmouth, Southampton, the Isle of Wight and the South Eastern and South Western parts of Hampshire. The core purpose behind the Teaching School Hubs is to become centres of excellence for teaching and leadership training and development.

In order to support our growth plan and new designations, the Trust would like to appoint a conscientious and well organised Trust HR Assistant to support all sites, but mainly to be based at Tanners Brook Primary Schools, and from Portswood Primary School one day a week. Day to day duties will include supporting all aspects of the employee lifecycle including recruitment administration, compliance, absence management and payroll. The successful candidate will need to be methodical, have a high degree of accuracy in all their work, and well developed interpersonal and IT skills. Full training will be given.

Now is an exciting time in our development and a positive time to be joining HISP MAT. If you wish to apply for this post, please review the full job description and person specification for this role, and then please complete our support staff application form. These documents can all be downloaded from our website at <https://www.hispmat.org/> Please email your completed application form to hr@hispmat.org. Please note that CV's will not be accepted. No agency applications either please.

The HISP Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks. We are also committed to providing equality of opportunity at all stages of the recruitment and selection process and ensuring that candidates are treated fairly and lawfully throughout the process.

Closing Date

Application form & further details

Informal Enquiries

Wednesday 30th June 2021 at midday

HISP Multi Academy Trust (hispmat.org)

Wendy Webb, Human Resources Manager

(hr@hispmat.org)