

Wootton Academy Trust

Recruitment & HR Co-ordinator

Hours: 20 hours per week, term time only (including 5 training days) working 12:30 – 16:30 Monday to Friday with some flexibility with start and/or finish time.

Salary: NJC 11-15, £9,964.96 - £10,786.51 pro-rated (actual salary) per annum

Wootton Academy Trust has an exciting new opportunity for a HR & Recruitment Co-ordinator to join our centralized HR Team, based at Wootton Upper School.

You will be responsible coordinating the recruitment process, including pre-employment checks for all new staff and internal promotions, in addition to dealing with general day to day queries and project work as required.

We are looking for an experienced HR administrator with strong organisation and IT skills to develop the Trust's social media presence for our recruitment campaigns. You will have the ability to multi-task and maintain strong attention to detail.

Experience of having previously worked in schools is desirable, but not essential. The Trust offers a strong sense of community both in our school and sixth form college that makes a difference to the lives of young people.

For full details of the role, please refer to the job description and person specification.

If you have any questions about the vacancy or the Trust please email our Human Resources Lead [HR@wootton.beds.sch.uk].

Closing Date: 09:00 on Tuesday 7th December 2021.

The selection process will be held in the week commencing **13th December 2021**.

Applicants must complete the Trust's application form - we cannot accept CVs. An Application Form and recruitment information can be downloaded from our website www.woottonupper.co.uk or requested by email from recruitment@wootton.beds.sch.uk.

Please return the completed Application Form either by email to recruitment@wootton.beds.sch.uk or by post to the HR Department, Wootton Academy Trust, Hall End Road, Wootton, Bedfordshire, MK43 9HT.

Wootton Academy Trust is committed to safeguarding the welfare of children and young people, and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

A NOTE FOR RECRUITMENT AGENCIES - We prefer to hire people directly. We'll be in touch if we need you!