



STEP HR Administrator
(work location - Central Team at Gonville Academy)
Grade 5, scale points 13-15
FTE salary £26,040pa - £26,985pa
36 hours per week all year round

Passion – Urgency – Positivity – Aspiration – Commitment

STEP Academy Trust is an exciting, dynamic place to work that can offer great opportunities to the right candidate. If you are ready to take the next step in your career, join us as we 'Strive Together for Excellence in Partnership'.

We are looking to recruit a conscientious, hardworking HR Administrator to work within our expanding, centrally based HR Team providing end to end support across the employee life-cycle. This is a truly varied role and is pivotal in ensuring the efficient, effective and accurate application of HR processes and procedures, in compliance with the Trust's policies and employment law.

We can offer you:

- a dedicated leadership team, who are committed to supporting and developing colleagues;
- excellent professional development and promotion opportunities;
- membership to Perkbox discount scheme;
- subsidised private health care with Benenden;
- Free school lunch.

Our ideal candidate will:

- Be able to work under pressure in a constantly changing and demanding environment and remain professional at all times;
- Have excellent organisational and time-management skills;
- Possess excellent numeracy/ literacy skills;
- Be a proficient user of ICT and other specialist equipment/ resources.

You are welcome to contact us for an informal discussion about this post prior to application via email – diana.agyepong@stepacademytrust.org . The Job Description/Person Specification and Application Form can be downloaded from the STEP website – www.stepacademytrust.org . Completed application forms with supporting statements written in line with the person specification should be returned by email to: recruitment@stepacademytrust.org - CVs are not accepted.

STEP Academy Trust believes that its workforce should reflect the local community and that all groups within the community should have equal access to the Trust's employment opportunities. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. Applicants must hold the right to work in the UK.

Closing date: 21 September 2022

Interviews: 29th or 30th September 2022

STEP Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

This post is subject to an Enhanced DBS Check and satisfactory references.