



STEP HR Officer
(work location - Central Team at Gonville Academy)
Grade 7, scale points 23-25
FTE salary £31,122pa - £32,112pa
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 highly proficient HR Officer 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 which combines operational HR case management with all aspects of recruitment, including on-boarding, and the opportunity to work on various strategic projects.

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:

- CIPD qualified or hold an equivalent qualification or experience in relevant discipline;
- Able to work under pressure in a constantly changing and demanding environment and remain professional at all times;
- Conscientious, hardworking individual with a can do attitude
- An effective communicator with excellent numeracy/ literacy skills;
- A competent 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.