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| **HR Administrator- temporary (9 months)**  Central based- St James C of E Academy/ Home | | | S:\Diocesan Education\MAT\MAT Logos\MAT Logo.gif |  |
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| **Are you the right person for this key role within the Trust?** | | |  | Temporary HR Administrator  37 hours per week, 52 weeks per year. Flexibility is considered for other work patterns.  **Salary:**  £21,925-£26,925 per annum (depending on experience)  **Start Date:**  ASAP  **Closing Date:**  Monday, 18 September 2023  **Interview Date:**  Week Commencing:  Monday, 18 September 2023 |
| The Diocese of Coventry Multi Academy Trust is looking to appoint an HR Administrator on a temporary contract at an exciting time in our journey. We have 22 academies in our Trust and are looking for some additional resource in the HR team to support our family of academies. We offer the full HR service including recruitment and selection, absence management, contract preparation, Single Central Record maintenance and payroll. | The HR team are based at St James CofE Academy, Bulkington, with considerable home working opportunities. Some travel may be required to the academies you support.  **You must be**   * Highly motivated with a can-do attitude * Able to work on your own initiative * Happy to work as part of a team * Focussed on data accuracy and attention to detail | * Be able to work well under pressure and be able to prioritise workload   **You must have**   * Experience of working with a HRIS system (ITRENT would be advantageous) * Recent experience working as an HR Administrator * Working knowledge of the Single Central Record would be an advantage but training can be provided | S:\Diocesan Education\DBE\Logos\cofe.JPGS:\Diocesan Education\Diocesan Board of Education\In-house Information\Staff Info\Logos\Diocese Logo Open.jpg |
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| An application pack can be found at [www.covmat.org](http://www.covmat.org) For full information please contact Claire Freeman, Head of People at [hr@covmat.org](mailto:hr@covmat.org) | | | | |