



FINHAM PARK
MULTI ACADEMY TRUST

**HUMAN RESOURCES ADMINISTRATOR
GRADE 4 37 hours per week - Permanent
£21,968 - £25,409 FTE All year round**

or

£20,438 - £23,640 (actual) TTO + 4 weeks

On site based at Finham Park 2 School, Torrington Avenue, CV4 9WT

Finham Park Multi Academy Trust (MAT) is a growing organisation which is currently made up of 7 schools across Coventry and Warwickshire. The Primary and Secondary schools in Finham Park MAT will set out to pioneer, innovate and deliver a "World Class" education for all.

An exciting opportunity has arisen within the HR Department where a HR Administrator is required to help to support the growing MAT.

We are seeking professional and enthusiastic Human Resources Administrators to join the HR team, starting as soon as possible.

You will have excellent communication and organisational skills and will provide effective administrative support for all aspects of the HR function, including coordination of recruitment, issuing of contracts, liaising with external agencies as required, DBS processing and maintenance of staff databases. The successful candidate will organise and manage an efficient and effective administration role, ensuring a 'customer' focus is paramount.

You will join a supportive team who are committed to supporting the HR department and ensuring it operates efficiently providing a high-quality service within the MAT.

Closing date: Monday 27th February 2023 @ 9am

Interviews to be held: TBC

Completed application forms should be returned to apply@finhampark.co.uk or by post to:

HR Department
Finham Park Multi Academy Trust
Torrington Avenue
COVENTRY
CV4 9WT

Please note this role may be closed sooner depending on the volume of applications received.

For further information on this role and other opportunities within the MAT, please visit <https://careers.fpmat.co.uk>





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Online Checks

In line with KCSIE (Keeping children Safe in Education) 2022 we will complete online searches as part of our due diligence on all shortlisted candidates. If anything is identified as part of these checks they will be discussed with you at interview. If any safeguarding concerns are identified we reserve the right to withdraw your application.

Finham Park Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have to undertake an enhanced DBS check.

