



## VACANCY FOR HR ADVISOR – CENTRAL TEAM

**Based at Salesian School, part time 0.6 – equivalent to 3 days per week, flexible hours by negotiation over three , four or five days, term time only: 39 weeks)**

**Salary £13,860 - £15,299 per annum actual salary based on Salary grade 7 (FTE £27,099 - £29,912)**

Are you looking for an exciting opportunity to develop your career in a fast paced, high achieving Trust?

Do you want to take your HR experience to the next level and support colleagues in the recruitment and development of outstanding and highly motivated staff across a range of Catholic Schools.

Do you thrive when solving problems, researching solutions and applying your knowledge of Employment Law and HR best practice

**If the answer is yes, then this role may be just what you are looking for.**

This is a new role to extend the HR advisory capacity in a successful and rapidly expanding Multi Academy Trust. The HR Advisor will work with the Head of HR to provide advice and hands on support to the Headteachers, School Business Managers and Central team on a wide range of HR issues, including contracts, payroll, safeguarding, performance, absence management and exit interviews. Lead on the development of recruitment strategies and staff well-being and with the Head of HR support the schools with Employee relations issues. The HR advisor will be based at the central team office, with the opportunity to visit the individual schools.

Our ideal candidate will have:

- Associate membership of the CIPD, equivalent qualification or relevant experience in HR.
- Commitment to the Catholic ethos and education of young people
- The ability to be both organised and flexible, responsive to change and able to give professional advice in a clear and concise way.
- Strong commitment to team success, focused on working together to support the central team and schools within the Trust.
- Strong attention to detail and accuracy in administration with experience in the use of payroll and IT packages such as Word, Excel and finance systems.
- Experience of working in HR either within an educational setting or as an HR generalist
- Excellent communication skills and a positive attitude.

Please contact Nikki Shepherd, Head of HR, at [n.shepard@xaviercet.org.uk](mailto:n.shepard@xaviercet.org.uk) for an application form and job description.