

Matrix HR Officer

Head Office

Matrix Academy Trust, Leamore Lane, Walsall, WS2 7NR

37 Hours | Monday – Friday Full Time

Salary: £27,094 - £28,609

Start Date: As soon as possible.

To support the HR Manager and provide all aspects of a comprehensive HR support service across the trust. You will be responsible for supporting and assisting with the day to day implementation of key HR services.

We can offer:

- An exciting challenge where you can truly make your mark.
- Local Government Pension Scheme
- Annual health check and flu jab
- Salary sacrifice schemes e.g Cyclescheme, Techscheme.
- Money saving deals and vouchers, from restaurant vouchers, discount holidays, money off fashion, mobile phones, and utilities.
- The benefits of being part of the forward-thinking Matrix Academy Trust.
- A wide range of professional development opportunities and the opportunity to work with some of the best educational professionals in the country.

We are looking for someone who:

- Is dynamic, organised and polite with a proven success record in a HR role.
- Has a strong understanding of employee relations.
- Leads by example and can manage staff absence and timekeeping for the central team.
- Is able to ensure headteachers and employees are aware and equipped to implement trust policies.
- Is an excellent, engaging communicator who will develop strong relationships with staff.
- Will keep accurate records, assist with the preparation and issue of appropriate contractual documentation.

To apply please fill in an application form found on our website: www.matrixacademytrust.co.uk/vacancies and send to ldoidge@matrixacademytrust.co.uk

Application Deadline: Friday 27th September 2019

Interviews will be happening as soon as suitable applicants are identified - please apply immediately if you would like to be considered