



Pickwick Academy Trust
Based at Corsham Primary School
Pound Pill
Corsham
Wiltshire
SN13 9YW
Tel: 01249 712387
CEO: Mr James Passmore

HR & Recruitment Assistant Vacancy

Pickwick Academy Trust would like to recruit a permanent, part-time HR & Recruitment Assistant who will work at the Pickwick Academy Trust central office, based at Corsham Primary School.

Commencement date: As soon as possible

20 hours per week, 9.30am – 1.30pm, Monday to Friday, working 38 weeks per year (term time only, excluding TD days).

Salary: F9 – F11, £20903 - £22183 pro rata, per annum, dependent on HR experience in an educational setting (actual salary £9428 - £10005 per annum).

We would like to recruit a HR & Recruitment Assistant to provide comprehensive HR administration and support to the HR Officer, and manage the recruitment cycle across all aspects of HR for Pickwick Academy Trust. This is a challenging role and the successful applicant will be required to build upon and develop the existing recruitment processes and procedures.

Main tasks and responsibilities will include:

- Ensure all administration linked to the HR department is up to date on a day-to-day basis
- To administer the day-to-day activities in the recruitment process, ensuring the Trust complies with Safer Recruitment practices
 - Develop and maintain the Trust's recruitment drive held on SharePoint
 - The jobholder will be the point of contact for applicants and recruiting managers
 - Compile advertisements, job descriptions and person specifications
- Provide advice and guidance on HR policy and process queries; attend and take accurate notes at employment meetings as required
 - Provide administrative and HR advice and support for ad-hoc HR letters and projects
- Liaise with the HR Consultant on HR issues, where required, and support the HR Officer with the introduction of new legislation/change in HR practices
- Have an awareness and understanding of Trust policies and procedures relevant to the HR role

Please refer to the job description and person specification for further information.

Interested candidates are required to complete and return an application form by 9am on Monday 10th May 2021.

Interviews will be held on Monday 17th May 2021.

Please download an application form and information pack from our website www.pickwickacademytrust.co.uk (This is shown under the 'Contact/Join Us' section). Please return your completed application form to Recruitment@pickwickacademytrust.co.uk.

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.