

3 x Human Resource Administrators

Start date: As soon as possible

3 x Fixed Term until 31st August 2023

35 hours per week | 52 weeks

Salary: Scale 5, Points 12-15 (£29,364 – £30,852 per annum)



St Paul's Way

Education • Foundation • Trust

The University Schools Trust (UST) is exceptionally aspirational for the young people it currently serves, and we are deeply committed to extending our work in order to have an even greater impact on educational outcomes for young people.

Established in September 2016, the UST currently comprises three member schools located in two London Boroughs: St Paul's Way Trust School - an Outstanding all-through school, Cyril Jackson Primary School – an outstanding Primary School, both in Tower Hamlets - and Royal Greenwich Trust School - a growing school in the Royal Borough of Greenwich.

The UST has exceptional links with six world-leading universities and four sector-leading bodies and together we work collaboratively to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We are seeking to appoint a suitably experienced and skilled HR Administrators to work at St Paul's Way Trust School and UST to deliver a high-quality HR service.

Working with us guarantees the opportunity to:

- Be an integral part of a growing school/Trust with potential for career development
- Develop links with our wider UST network for CPD and collaborative practice
- If you would like to play your part in delivering outstanding provision for our Trust and students, we would very much like to hear from you

Possessing a strong customer focus and working directly with senior HR colleagues, the remit of the HR Administrator role is to support the delivery of a high-quality HR service to the school, and support the Senior HR Administrator and HR Manager, with the day-to-day administration of allocated areas of responsibility.

- Processing requests received into the HR helpdesk, problem solving and accurately reflecting activity on the overview tracker
- Maintaining accurate records including the Single Central Record, HR files, ITrent, SIMS and other essential HR systems/documents
- To work closely with other operational staff to ensure a seamless onboarding process for new starters
- Work closely with the Senior HR Administrator to support recruitment campaigns and providing on-the-day assistance (which includes meeting and greeting candidates, administration of shortlisting tasks and resolving low-level queries)
- Supporting the Senior HR Administrator and HR Manager in a variety of HR ad-hoc/annual tasks, providing an excellent standard of administration

To apply, please follow the link below: <https://ots-ust.jgp.co.uk/vacancies/> Please note, we do not accept CVs alone

Application closing date:

Friday 25th November 2022 at 9am

Interview date:

Monday 28th November 2022

St Paul's Way Trust School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Further details can be found at [UST Safeguarding and child protection policy](#). Successful candidates will be required to undergo an enhanced DBS Check.

St Paul's Way Trust School is part of the

UST

University Schools Trust

