



Trust HR & Payroll Officer
37 hours p/w - 52 weeks per year
H6 / £23,080 - £25,481 per annum, dependent upon experience

We are seeking an experienced HR/Payroll professional to have responsibility across the whole Trust for payroll and contractual processes in accordance with applicable legislation to ensure that all staff are remunerated correctly and HR matters are managed appropriately. This role will support the ATLAS Multi Academy Trust which currently comprises three schools.

Reporting into the Trust HR Manager, the successful applicant will be the first point of contact for administering payroll entry, have responsibility for producing all new and changing terms and conditions and will be confident in liaising and guiding Trust staff on payroll and contractual matters.

Working as a supportive and helpful colleague within our HR Team, the successful candidate will also look to proactively find ways to solve problems and will be able to analyse data and produce reports to guide sound decision making.

You will have:

- At least two years' experience of working within an HR/Payroll role within the education sector
- Experience of interpreting and applying pay and conditions of service
- Accuracy and attention to detail; thorough and diligent in getting the job done
- Strong IT experience with an ability to analyse data and run reports
- Knowledge of employment law and best practice
- Excellent written communication and interpersonal skills
- Ability to effectively plan and organise time and priorities
- Proven experience of establishing and maintaining effective relationships with colleagues

In return, we offer:

- An exciting, inspiring place to work with an interesting, varied workload
- A committed, supportive, and knowledgeable staff team
- Flexibility to work remotely during the school holidays
- Excellent pension scheme, and wellbeing initiatives

ATLAS Multi Academy Trust, has an excellent reputation within the local community with strong support from Governors, Parents, Students, and a dedicated and highly motivated team of staff.

For further details and an application form please visit www.stags.herts.sch.uk.

Completed application forms and a covering letter should be sent to: HR@stags.herts.sch.uk

(Please direct any queries regarding this role to the same email address)

Closing date for receipt of applications: Wednesday 6 January 2020, 9.00am

Interviews will be as soon as possible thereafter.

Please apply early, as advert may be retracted, if suitable candidate found.

ATLAS 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. This post is subject to an enhanced DBS check.

