



HR Officer

Reports to: Director of People and Communications

Liaison with: Central Trust Team, Headteachers, Personnel, Payroll Provider, Administrators, Finance Assistants, Union Representatives and Legal Teams

Grade Range: Salary negotiable dependent on experience

Hours: 36 hours per week, 52.14 weeks per year

Location: The Beckmead Trust – Variable including home working

Closing date: Ongoing until sufficient shortlist has been established

Interview dates: To be confirmed - when applications are received

We are looking for an experienced HR Officer to join the Beckmead Trust Central Team. You will be professional, confidential and have the ability to liaise with internal and external stakeholders at all levels. Experience in the education sector is desirable but not essential as long as you have the interest in learning more about the workings of a dynamic and growing Multi Academy Trust.

All applications should be submitted on The Beckmead Trust Application Form. Please note that we do not accept CVs.

All enquiries and completed applications should be sent to recruitment@beckmeadtrust.org

The Beckmead Trust is committed to safeguarding and promoting the welfare of our children and young people so expect all staff and volunteers, as well as those who work on the premises, to share this commitment. As part of our safeguarding commitment, appointment to any post is subject to receipt of satisfactory references, medical clearance to include the ability to participate in Physical Intervention and a satisfactory Enhanced Disclosure and Barring Service (DBS) Check as well as evidence of the right to live and work in the United Kingdom. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

To discuss this further or arrange a visit to The Beckmead Trust, Please contact us via email on recruitment@beckmeadtrust.org