

The Trustees are looking to recruit to the post of
HR Recruitment & Transactional Services Officer
Salary NJC points 23-25: £30,151 - £32,020 per annum
36 hrs 40 mins per week / Full year
As soon as possible

The [New Bridge Multi Academy Trust](#) (MAT) supports the learning, social and pastoral needs of young people with an EHCP from the ages of 4 to 19. The MAT presently comprises of New Bridge School, New Bridge Learning Centre, New Bridge College, Spring Brook Academy, Hollinwood Academy and the Springboard Project (all situated in Oldham). Also, part of the Trust are Hawthorns School and Samuel Laycock School, based in Tameside. Each school within our Trust retains its own unique identity and believes that all our young people deserve the very best provision.

We are looking to recruit an experienced and proactive HR Recruitment and Transactional Services Officer to provide a high-quality support service to the Central HR team and to our schools and services within the group.

The main duties and responsibilities of the role include:

- Providing full and effective HR recruitment support across our Organisation ensuring compliance with safer recruitment rules and practices
- Carrying out onboarding procedures for new employees including issuing contracts of employment
- Processing variations to contracts, payroll amendments and leaver procedures
- Carrying out administration in relation to sickness, maternity, paternity and other leave
- Providing general administrative support across the Organisations within the New Bridge Group

The successful candidate will be able to demonstrate in their application that they have:

- Experience of working in a school or other setting in a HR administrative capacity
- Experience of supporting with all areas of recruitment administration
- Knowledge and understanding of the requirements of Safer Recruitment and employment legislation relating to recruitment
- Experience of all relevant on-boarding tasks
- Experience of assisting with payroll by providing relevant employee information
- Experience of providing basic information on employment terms, conditions, policies and procedures
- Knowledge and understanding of HR policies and procedures
- Experience of working with and handling confidential and sensitive information
- Experience of working with a HR Management Information System including gathering data and producing reports in an informative and concise manner
- Organisational skills to work under pressure and to complete tasks to potentially conflicting deadlines
- Experience of working in and contributing to an effective team as well as working on own initiative
- A professional approach to their work and the ability to work effectively with a range of teams and other staff throughout the Trust.



C r e a t i n g M e a n i n g f u l F u t u r e s

New Bridge MAT is committed to safeguarding and promoting the welfare of children and applicants must have a commitment to safeguarding young people. These posts are subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references will be sought prior to interview for shortlisted candidates.

The preference is that candidates complete an application form or alternatively submit a CV and covering letter demonstrating how they meet the criteria set out in the person specification.

Please note that the successful applicant will be required to complete an application form prior to a formal offer of employment.

Salary: Salary NJC points 23-25: £30,151 - £32,020 per annum

Contracted hours: 36 hours 40 minutes per week / full year

Hours of work: Based on 8am – 4pm Monday to Friday

Based: Initially based at Spring Brook Upper School, Dean Street, Failsworth M35 0DQ

Commencing: As soon as possible

Closing Date: Wednesday 31st May 2023 (9am)

Interviews: To be confirmed

Further information: Suzanne Smith (HR Manager) - suzannesmith@newbridgegroup.org

Completed application forms or CV and covering letter should be returned to: recruitment@newbridgegroup.org