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**HASMONEAN MULTI-ACADEMY TRUST**

**HR OFFICER**

**Full Time**

**Required: ASAP**

**Salary Scale Range 4.**

**NJC 10 – 12**

**£24,684 - £25,578**

**36 hours per week 8.00 – 4.30 p.m. Mon to Thurs, Fridays 8.00 – 2 p.m.**

**In addition to your annual leave you will also benefit from the school’s religious holidays and the**

**Local Government Pension Scheme**

We seek to appoint an outstanding individual, whose job will be to support the HR Manager and to take responsibility for providing day to day confidential and professional HR Administration service within the Trust,

This is an exciting opportunity for a well-qualified and experienced individual to join our team.

Hasmonean is a thriving community with a nursery on site for staff.

The staff at Hasmonean come from a variety of religious and ethnic backgrounds. Visit our web site for an application form and for more information about the school [www.hasmoneanmat.org.uk](http://www.hasmoneanmat.org.uk)

Letters of application should be addressed to Mrs Lulu Oskis, Head of Operations c/o Ms J Grant

**The letter should detail how your experience to date has prepared you for this post. Please refer to the job description and person specification herewith. The letter should be no longer than one side of A4 and written in Calibre Font 11**

The staff at Hasmonean come from a variety of religious and ethnic backgrounds. Visit our web site.

Interested applicants are welcome to make an informal visit to the school.

**Please note that in line with our safer recruitment practices we can only consider fully completed application forms and not CVs.**

**Closing date for applications Friday 27th May 2022**

**We reserve the right to close these vacancies early should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before making an application**

The appointment is subject to an enhanced DBS clearance.

The school is committed to safeguarding and promoting the welfare of children and young people