The LETTA Trust

c/o Bygrove Primary School, Bygrove St, Poplar, London, E14 6DN

To start as soon as possible, we are looking for a

HR Officer

Scale 5, £31,716- £33,204 pro rata

Term time only, 1 year fixed term contract

The role is initially a fixed term contract but could become permanent.

At the LETTA Trust we believe that a high quality education has the power to combat social inequality and to change lives. Our pupils are at the heart of everything we do. They are happy, friendly and well-behaved and they love learning.

We are a growing multi-academy trust, currently with 2 primary schools located in the East End of London. Our dedicated staff team is the key to success; building strong relationships, working together and looking after each other are important. The HR team plays a crucial part in recruiting, retaining and developing our people.

We are seeking to appoint a highly efficient and experienced Human Resources Officer to take responsibility for providing a day to day confidential and professional HR administration service within the Academy. The successful candidate will work closely with the HR Manager and will assist with all HR activities, including employee recruitment, maintenance of accurate staff data and promote staff wellbeing. We are looking for a proactive and positive individual who understands the importance of effective HR systems and processes within Education, and who has a genuine interest in contributing to the success of young people.

The successful candidate will be part of the Trust's central services team.

The ideal candidate will have:

- A calm and confident approach
- Excellent administrative and organisational skills
- Experience of building relationships and sound verbal and written communication skills
- A positive attitude and ability to act on own initiative
- Strong attention to detail and respect for confidentiality

To discuss the post please contact Shelema via email: hr@letta.org.uk
Completed application forms should be sent to: hr@letta.org.uk

For an application pack visit:
https://www.letta.org.uk/vacancies/
https://bygrove.org.uk/vacancies/
https://stebon.org.uk/vacancies/

Closing date: Friday 12th April 2024, midday
Interviews: TBC

We are an inclusive employer and strive for equity in the workplace. We welcome your application whatever your ethnic background, gender, ability, sexuality, religion or age.

The LETTA Trust is committed to safeguarding children and young people. All post holders are subject to satisfactory enhanced DBS checks.