



**Inspiring Futures
Through Learning**

Inspiring Futures through Learning (IFtL) is a family of schools who inspire all of our futures through learning together. At IFtL, we are never alone. We know we are stronger together – one united family striving for excellence for all, in everything we do.

Human Resources Administrator (Business Support)

Permanent position, full time – 37 hours per week, 52 weeks per year

though part time (reduced weeks) applications considered

Grade D (£20,493 at 01.01.21) FTE

An exciting opportunity has arisen for a self-motivated and enthusiastic individual to join the Inspiring Futures through Learning (IFtL) Multi Academy Trust team as HR Assistant. The post-holder will assist and support the HR Co-ordinator and Senior Leadership Team with the operation of the HR services for our Multi Academy Trust as it continues to grow and develop.

You will support recruitment, induction, HR processes and payroll and will be part of a team providing advice and guidance as needed. Previous HR administration experience is valued as is an understanding of the intricacies of administration processes and high quality organisational skills, including use of Microsoft office tools.

Key Objectives of the role include:

- Provide excellent support throughout HR processes, with particular focus on recruitment, accurately maintaining employee files and other HR related administrative activities
- Responsibility for end to end recruitment, ensuring safer recruitment processes guidelines are followed as a priority
- Be mindful of diversity and inclusions and employment law in relation to discrimination (including positive discrimination) in all recruitment and day to day HR activities
- Ensure that the Single Central Record is maintained to a high standard in line with statutory requirements
- Assist the HR Coordinator with projects
- Maintain an up to date awareness of changes in Employment Law and legislative changes that impact on the role.

The ideal candidate will:

- Demonstrate successful knowledge / experience of delivering HR support to Senior Managers particularly in the field of recruitment

- Demonstrate experience / understanding of requirements for high quality administration provision
- Ideally have experience of working / providing support in an educational setting
- Ideally have experience of working collaboratively within different teams

With schools across Milton Keynes and Northamptonshire, travel between locations is expected however, the role will be primarily based focused on serving 3 schools in Corby and, in present circumstances, some home working is likely.

As part of the Inspiring Futures through Learning Multi Academy Trust, successful candidates will have full access to our staff benefits package, including a bespoke CPD package through MKTSA, enhanced Maternity/Paternity/Adoption Leave, Employee Assistance Programme, LGPS Pension with significant monthly employer contribution (approximately 20%). In addition, access to an Employee Benefits Scheme including discount on gym memberships, cinema tickets, retail discounts, cycle to work scheme and much more.

We encourage applicants to note the full job description and person specification details available on <https://www.iftl.co.uk/why-join-iftl/careers/> In addition, please feel free to contact Amelia Perrin on 01908 533283 for further clarification of the role.

To apply, please download an application pack form from the webpage above, complete in full and return by email to iftl_recruitment@iftl.co.uk (CVs not accepted).

Closing date for applications: 9am, Monday 25 January 2021

Interviews: 28th and / or 29th January 2021

Inspiring Futures through Learning is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. All vacancies are subject to enhanced DBS disclosures. We are an equal opportunities employer.