



Trust HR Administrator

Scale 4 point £19,554 - £21,166 pa full time working

Impington, Cambridge

37 hours per week/flexible working

Term time only with a minimum of 4 weeks in school closure periods spread over the year

The Morris Education Trust was formed in 2016 to develop a local family of schools initially within Cambridgeshire. We are passionate about and deeply committed to comprehensive, community-rooted education.

This is an exciting new post and a great opportunity for an experienced administrator to support the Trust's HR function at a time of growth and change. We are looking for a colleague who can support the Trust HR Manager and be responsible for day to day administration with capacity to further develop and strengthen the HR function as we strive to improve our systems, streamline processes, improve productivity and eliminate paper.

You will play a key role undertaking the full range of duties across a variety of HR functions supporting schools and commercial sports centres.

If you have the following skills, we would love to hear from you:

- A super organised administrator with a high attention to detail
- You work well under pressure and take multi-tasking in your stride
- The ability to work confidently and collaboratively
- You are a confident communicator with a positive can-do attitude

In return, we can provide you with:

- on-going training and support as you develop your understanding of HR in order that you can independently oversee administrative responsibilities
- flexible working arrangements wherever possible in order to get the best candidate for this position
- opportunity to work in a small and friendly team that has ambitious goals to provide Trust support and value to our schools and outlets
- access to the Local Government Pension Scheme
- 'family' day off to take when you wish to spend time with your family
- 50% reduction for staff use of the onsite sports facilities
- Cycle to work scheme

Our College is committed to Equal Opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All post holders are subject to employment checks and a satisfactory enhanced Disclosure and Barring Service check. We do not accept applications by CV.

If you would enjoy bringing your organisation skills and enthusiasm to this role, then contact Susan Kay Trust HR Manager, Morris Education Trust (skay@tmet.org.uk) with an application form and letter outlining why you think you would be a good fit for this role. Closing date is 10am Monday 16 September. An application pack is available on our website www.tmet.org.uk