



This is the advert that you have been waiting for!

**1 x HR Assistant – WHMAT’s “People Matters” Team – GR2
(0.6/term time only)**

Are you up for a new challenge?

Do you want to be part of a new & exciting centralised HR team?

If so, come & join the WHMAT Family from 1st September 2019

Washwood Heath Multi Academy Trust (“WHMAT”) is a caring & friendly group of 7 academies (1 All Through, 2 secondary & 4 primarys), serving a discrete, diverse & multicultural community in East Birmingham. We have 699 employees spread across 7 sites, all within a 3.5 mile-radius of each other.

It’s an exciting time to join WHMAT. Our HR function will be centralising in September 2019 & we are looking for additional colleagues to support our newly created structure; namely a transactional team dealing with recruitment, pay & terms and conditions & a “People Matters” team that works proactively with the Director of People on case-work, policy & strategic projects.

We are looking for ambitious and hard-working people to support and to help shape our newly created transactional and People Matters teams, which will be overseen by our Director of People.

Our dream candidates would have: -

- ❖ Previous HR experience, ideally within an education environment
- ❖ Excellent communication skills with a “can-do” attitude
- ❖ An ability to work within a team & independently
- ❖ Excellent time management & organisational skills
- ❖ Excellent IT Skills, including excel & word etc.
- ❖ A thirst for learning & a desire to progress, or start, their CIPD qualifications
- ❖ A willingness to travel across the 7 sites, as needed, to meet needs of key stakeholders

(For further details, see the attached person specifications for each role)

What we will offer you:

- ❖ A supportive & caring culture linked to our well-being model – YES, work-life balance & staff wellbeing is paramount!
- ❖ A knowledgeable & friendly Director of People & HR colleagues

- ❖ Opportunities for your own continued professional development, both internally and through collaborative working across WHMAT (funding of CIPD will be considered via CPD Budget or via apprenticeship levy)
- ❖ An opportunity to play a part in bringing WHMAT's People Strategy (2018-2022) to life
- ❖ Access to a quality employee benefits package known as Perkbox, including discounted restaurants, cinema tickets, free mobile phone insurance & 24/7 Confidential Counselling.
- ❖ Access to a generous pension scheme (LGPS)
- ❖ Free on-site parking
- ❖ Generous terms & conditions such as annual leave and sick pay

At WHMAT, where a post is advertised as full time, we are “*happy to talk flexible working*”.

Informal visits are warmly welcomed. Please contact Mrs Rose Chaundy, Employee Relations Manager at rchaundy@washwoodconnect.com or on 0121 675 9017 to arrange this.

Packs are also available to download from our website on www.washwoodmat.com.

Closing date for applications: Midnight on Friday 24th May 2019

Shortlisting: Week commencing 3rd June 2019

Interviews and assessments: Week commencing 10th June 2019

Completed application forms should be emailed to recruitment@washwoodconnect.com

(NB CV's will not be accepted)

Exact details re Interviews & assessment activities will be included in due course.

Washwood Heath Multi Academy Trust is committed to safeguarding and promoting the care and welfare of children and expects all staff and volunteers to follow this commitment. Appointment to this post will be subject to an enhanced Disclosure and Barring Service check, qualifications check and at least 2 current references will be required.

These posts are covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of these roles.