

Vacancy Advert

Job Title:	Trust HR Co-ordinator
Closing Date:	Sunday 19 th January 2025
Interview:	Thursday 30 th January 2025
Start Date:	To be confirmed – as early as possible in January 2025
Salary:	£30,964 FTE per annum, dependant on skills and experience. (Support Staff Group 5)
Hours/weeks:	37.5 hrs per week, Full time (52 weeks)
Location:	Trust Office in Truro with travel to our schools across Cornwall, Devon and Torbay as required. Occasional home working options available.
Contract type:	Permanent. (NB: A one year secondment option would be considered for internal candidates).

Exciting Opportunity for an HR Co-ordinator at the Special Partnership Trust

Are you passionate about making a difference in the education sector? Do you have an interest in HR and/or recruitment, and want to be part of a dynamic, supportive team? If so, we would love to hear from you!

The Special Partnership Trust is seeking an **HR Co-ordinator** to join our central team. This is a fantastic opportunity for a highly motivated individual to play a key role in providing high-quality HR support to our network of Special Educational Needs (SEN) schools across Cornwall, Devon, and Torbay. You will work closely with our schools to ensure that our HR processes run smoothly and efficiently, helping to create an environment where both staff and students can thrive.

What you'll be doing:

In this varied and exciting role, you'll support the recruitment and onboarding process across the Trust and provide administrative assistance for absence management. You will also monitor and respond to HR queries, develop and maintain our suite of HR policies, working alongside our HR Service Provider to ensure best practice.

We are looking for a committed, flexible, and ambitious individual who wants to make a positive impact across the region. The successful candidate will:

- have relevant HR and/or recruitment experience, and a keen interest in developing a career in HR
- have strong communication and organisation skills
- be comfortable working in an office environment and managing a variety of tasks
- be approachable, professional, and adaptable to the needs of our schools and Trust
- understand the importance of working with confidential information
- have a passion for education and be eager to contribute to the success of our growing Trust.

Why join us?

You'll become part of a friendly, supportive team led by Emma Gilbert, our Director of Resources. The role is based at our Truro office on the beautiful grounds of Pencalenick

School, and will require travel to our Trust Schools across Cornwall, Devon and Torbay for meetings and interview support where required. This is an exciting time to join the Trust as we continue to expand and as a result, you will be involved in a variety of HR tasks, giving you excellent opportunities for professional growth.

Benefits:

As well as a competitive salary, the Trust also provides staff with a diverse range of benefits that support their day to day needs both at work and outside of work. The total reward offer includes:

- Enrollment into the relevant **Local Government Pension Scheme**, with generous Employer contributions
- **Paid holiday entitlement** of 29 days plus bank holidays (pro-rata for part time staff)
- **Extra Special Rewards Portal**, offering discounts, special offers and cash back opportunities with 100's of retailers
- A confidential **Employee Assistance Programme** designed to help staff deal with personal and professional problems that could affect their home or work life and general wellbeing
- An **Optimise Health Plan** which allows staff to make healthcare treatments more affordable and includes access to counselling services, health checks and wellbeing tools
- **Cycle to Work Scheme** via salary sacrifice
- **Long Service Awards** after 10, 20 and 30 years
- **Flexible working** opportunities and **Emergency Leave/Time off for Dependants**
- A commitment to developing our staff and providing access to quality assured **Learning/CPD** to enable individuals to reach their full potential
- **Apprenticeship Opportunities** and training.

How to apply:

If you're ready to take the next step in your career and be part of a growing and impactful Trust, we encourage you to apply. We would welcome applications from experienced HR administrators or from graduates who are looking to develop a career in HR. The role is available to start immediately, however a suitable start date, ideally as early as possible in January, will need to be confirmed.

For further details, please refer to the attached job description and person specification.

Closing date for applications: Sunday 19th January 2025.

The Special Partnership Trust is committed to safeguarding children, and the successful applicant will be required to undergo an enhanced Disclosure and Barring Service (DBS) check.

For more information about our Trust and the role, please visit our website:

www.specialpartnership.org. If you have any questions, please contact: Tracey Allen, tallen@specialpartnership.org.