

**Learning Academy Partnership
Trust HR Adviser
NJC (Torbay) Grade E 7-11 (£20,092 - £21,748)
Permanent Role - 37 Hours Per Week, Full Time
Required ASAP**

A fantastic opportunity has arisen for a passionate HR Adviser, to work within The Learning Academy Partnership based at Zealley House, Kingsteignton, Newton Abbot. We are looking for a team player with suitable experience and the same values, to join our committed HR Team working to secure high outcomes for all our children.

This is a new role within a busy growing HR team and brings with it real opportunities to develop your HR skills, qualifications and role within the HR Team. You will be committed to developing a career in HR within a growing Multi Academy Trust and develop skills in the sector.

Alongside the day to day duties of recruitment, casework, advice and generalist HR support the role will provide opportunity for innovation and creatively, involving a variety of HR project work.

You should have strong organisation and IT skills including Word, Excel and management information systems. As a great time manager you will be able to maintain competing deadlines and stay on track with policies and procedures. Ideally you will have some experience in offering advice on a variety of HR policies and procedures.

This is a unique opportunity for the successful candidate to gain real personal and professional satisfaction in shaping the future education of our children.

Our ideal candidate will:

- Have a professional and friendly approach
- Qualified CIPD Level 3 (or working towards) or above
- Resilience and ability to stay calm when under pressure
- Have a full driving licence
- Have a good level of admin and IT Skills
- Be motivated, innovative, adaptable and enthusiastic in all aspects of their work
- Have confidence in using Management Information Systems including Excel and an ability to learn new systems and processes quickly
- Demonstrate good organisational skills and the ability to work to tight timescales
- Have the ability to prepare, analyse and interpret HR information
- Hard-working and a good team player
- Flexibility linked to the demands of the role
- Eye for detail

We can offer you:

- Outstanding professional development and a career path
- A strong, proactive wellbeing network across the Trust
- A culture that takes work life balance extremely seriously for all its staff
- An opportunity to be part of a collaborative Multi Academy Trust and work alongside a range of outstanding teachers, practitioners and professionals

- The opportunity to work alongside staff who are passionate about children and have the drive to ensure that every child becomes the best they can be
- Trust benefits schemes

All our schools are each at the centre of their local communities and celebrate their individuality and distinctiveness. A core feature in how we work as a Trust is our collective approach in delivering an exceptional education for all children. We do this through working very closely together in mutual support and challenge to empower excellence for our children, families and the communities that we serve.

In short, our ethos is one of working together to **Collectively Empower Excellence**.

Visits are welcome and if you would like more information about this role, please contact Tara Henderson, Trust HR Manager – thenderson@lapsw.org or call 07904 469576.

For further details and an application pack, please refer to the Careers section of the Trust website www.lapsw.co.uk

The closing date for applications is **Monday 24th May 2021 (9am)** with interviews to take place soon after.

The Learning Academy Partnership is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. DBS disclosures are required for this post along with the other necessary checks.