



Vacancy

HR Assistant

Salary Pay/Range: Local Government Pay Scale 5, point 8, depending on experience.

Full time equivalent: £20,852

Actual Salary: £19,156.33

Contract Type: Part time, Term Time plus 4 weeks, 37 hours per week, 42 weeks per year

Start Date: 1st September 2022

Location: The Vine Schools Trust Diocesan Central Team Offices, Chelmsford, Essex, with the opportunity to work from home when agreed.

An exciting opportunity has arisen for an HR Assistant to join the Vine Trust family, offering a fantastic opportunity to the right candidate.

The Vine Schools Trust is a multi-academy trust responsible for 23 schools within the Essex and Thurrock area. We are entering an exciting phase in our development as a MAT, and part of our growth plan involves the development of the operational, non-educational aspects of the Trust.

The Trust has already created a number of centralised functions to support the delivery of outstanding education, including HR, Finance & Payroll and Estates & Facilities. This is an exciting time for an individual seeking to embark upon a HR career to join our team, as we will support the successful post holder to understand the processes that apply across Trust academies.

Applicants should have:

- A high standard of written, verbal and numeracy skills
- Be fully committed to our Trust's vision and values
- Previous experience of working within an administrative role or similar role is essential.
- Training and development will be provided, therefore experience of working within an HR environment and education setting is desirable but not essential

We can offer you:

- A warm, welcoming environment.
- A supportive and friendly community
- Outstanding, collaborative partnerships across our Trust



Please take care to complete the application in full as incomplete applications will not be considered. Please email application forms to Emma Griffiths at Emma.Griffiths@dcvst.org.

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All successful applicants will be subject to an enhanced DBS check, medical clearance and satisfactory references. We are an equal opportunities employer.

Application closing date: 11th July 2022

Interviews will be held on: 3rd August 2022

If you would like additional information about the Vine Schools Trust or this vacancy, please email Emma Griffiths at Emma.Griffiths@dcvst.org or telephone 01245 294496 for an informal conversation.