

FPTA ACADEMIES TRUST



Payroll & HR Administrator

At the FPTA Academies Trust, based in Medway

Salary: NJC Scale point 22-36

(£20,661 - £31,601 FTE to be paid pro-rata at £17,434-£26,666 per annum)

Full Time Term Time plus 10 days during the school holidays

The FPTA Academies Trust is a multi-academy trust based in Medway, which presently consists of three secondary schools and two junior schools and is currently recruiting for a permanent Payroll & HR Administrator to support the growing demands of the HR function. We are a growing, multi-academy trust within the educational charity sector with approximately 450 employees across the four sites.

We are looking for a proactive, analytical individual with three years' payroll experience, preferably with a formal qualification in Payroll. They must be IT literate with a good level of MS Office skills (Excel and Word are essential). They should pay strong attention to detail, and pride themselves on their organisational skills. A good candidate will also possess strong communication skills along with a good level customer service. This is a great opportunity for an individual looking to develop their career with a role that offers real ownership whilst remaining in a collaborative environment.

You will be expected to provide best practice HR and payroll support and advice in a continuously evolving work environment. Please visit www.fptaacademies.org.uk for a full job description and an application form.

Closing Date for applications: 9.00am on Monday 2nd October 2017

Letters of application, together with a completed application form (available on the FPTA website) giving full details of qualifications and experience to date should be sent to:

Mr P Jackson, Executive Principal, FPTA Academies Trust
Arethusa Road, Rochester, Kent, ME1 2UW

or emailed to jshelbourne@thomasaveling.co.uk

Short-listed candidates only will be contacted for interview, which will take place on Wednesday 4th October 2017.

The FPTA Academies Trust is an Equal Opportunities Employer – committed to safeguarding and promoting the welfare of all students – any offer of appointment will be subject to satisfactory references and an enhanced DBS check will be required for all successful applicants.