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**HR / Payroll Administrator**

* **NJC Scale - B3 - £13,363 - £14,546 actual salary**
* **Part- time, 30 hours a week**
* **Permanent**
* **term time only plus 10 additional days**

The Directors of The Bishop Wheeler Catholic Academy Trust are looking to appoint a motivated and efficient HR and Payroll administrator to join the HR team working for the 10 schools within our Trust. This is an exciting, brand new role which would suit an experienced administrator, ideally with previous experience of working within a HR or payroll team.

You will be the initial point of contact for the HR team, fielding email and telephone queries. Main duties will include assisting with recruitment including pre-employment checks, monitoring sickness absence, assisting with HR administrative tasks and inputting new starters, leavers, contract variations onto the payroll system (PS People) as required. The successful candidate will have strong numeracy and literacy skills and be able to demonstrate excellent written and verbal communication skills. You will need to be able to work under pressure and to strict deadlines, whilst being able to remain calm and demonstrate high levels of integrity, discretion and sensitivity.

You will join a friendly team of people within the growing shared services team based on the premises of St. Mary’s Catholic Voluntary Academy, Menston. This is the perfect opportunity for an enthusiastic candidate looking for a challenge, who is willing to develop the role to provide a high level of service that you have always strived to provide.

We are committed to developing the most efficient and effective services to our schools possible. As a Trust we have the ambition to grow in size whilst continuing to provide a world class Catholic education for our students.

Further details and a CES application form are available via the Trust website [www.bishopwheelercatholicacademytrust.org/vacancies/](http://www.bishopwheelercatholicacademytrust.org/vacancies/). Please email your completed application to [recruitment@bwcat.org](mailto:recruitment@bwcat.org) addressed to the Head of HR, Amanda Whelan.

**Closing date for applications: Tuesday 19 February 2019, 12.00 noon.**

**It is anticipated that interviews will take place the following week.**

*The Bishop Wheeler Catholic Academy Trust is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.*