

Newbridge School, Astrum Multi-Academy Trust
CEO & Executive Headteacher: Lara Parr
Acting Headteacher: Angela Murphy

Newbridge Lower School
161 Gresham Drive, Romford, Essex, RM6 4TR

Newbridge Upper School
258 Barley Lane, Goodmayes, Essex IG3 8XS



People Officer (HR)

36 hours per week, all year round (52.143 weeks) (6 month fixed term contract)

Part time opportunities also considered

OUTL6, (18-20) - £34,416 - £35,448 FTE

Do you want to join an outstanding Trust and want to be part of a team that is on an exciting journey? Astrum Multi Academy Trust is a highly respected trust formed in 2017 catering for pupils with a range of Complex Special Educational Needs and disabilities. We are seeking to appoint a People Officer who is professional and dedicated. Our schools are all based across the London Borough of Redbridge and have great transport links from London and beyond.

Astrum Multi Academy Trust is a well-established multi-academy trust within Redbridge, comprising of Newbridge School, (an all through special school for pupils with a range of Severe and Complex Special Educational Needs) and Hatchside School, opened in April 2021 and catering for EY/KS1 pupils with a range SEND. The school is expanding and we will be opening KS2 from September 2024. In addition to our schools, we are also working in partnership with BHRUT NHS Hospitals, the Local Authority and Project Search within King George Hospital. Project Search is a one-year internship programme for post-16 pupils with learning disabilities and/or autism, whose goal is competitive employment in the community. We believe that we have the best PEOPLE working for us who make these schools and provision amazing places for our pupils.

We are seeking to appoint a highly motivated and enthusiastic People Officer to be a part of our Trust who has:

- Strong administrative skills and proven experience in HR
- Excellent communication skills and able to work with tact and discretion within an HR environment
- Excellent planning and organisational skills, and able to work to deadlines
- Excellent ICT skills, proficient in the use of Microsoft suite of applications, databases and HRIS.
- A high level of multitasking is essential - this is a busy hardworking environment
- A team player, who can share responsibility and actively contribute to team success.
- A willingness to learn and develop your own skills and abilities, e.g. CIPD qualification

We are dedicated to providing a range of induction and continuing professional development opportunities to the successful candidate and look forward to hearing from applicants with suitable skills and experience.

If you would like to discuss this opportunity, please contact the Director of People, Liz Wright on 0208 590 7272.

For further information about the role and to apply on line, please visit our website at www.astrum-mat.org, click in the 'Join Us' area, or apply via My New Term; <https://mynewterm.com/jobs/16747/EDV-2025-AMAT-17209>

Closing Date: Monday 27th January 2025, 9am

Interview date: w/c 3rd February 2025

The school is strongly committed to Safeguarding and Promoting the Welfare of Children and Young People. The successful applicant shall be required to undertake an enhanced DBS disclosure and other safer recruitment checks.