



## **External Advertisement**

### **Human Resources Project Administrator**

We are seeking an HR Project Administrator to join our team and provide support for various HR projects and initiatives on a fixed-term basis to commence from February 2025 until December 2025. The ideal candidate will be responsible for assisting the Direct of HR in coordinating project activities, maintaining project documentation, scheduling meetings, and assisting with data analysis. The HR Project Administrator will also collaborate with various stakeholders to ensure project milestones are met and deliverables are completed on time. This role requires strong organisational and communication skills, as well as the ability to handle multiple tasks simultaneously. The post offers an excellent opportunity to work in a strong Human Resources Department in our highly successful academy, which holds a good Ofsted status.

#### **Personal Qualities**

The successful applicant should have a minimum level of qualifications, including level 2 in Mathematics and English at a minimum C grade [or grade 4] at GCSE, and equivalent experience in HR or Project related subject. It is desirable that the applicant has further relevant qualifications e.g. A Levels/Level 3 qualification or degree.

The candidate should be detail-oriented, multitasking, proactive, hardworking, enthusiastic, have a high level of commitment and able to work effectively in a fast-paced environment.

#### **Responsibilities of the Post Holder**

The responsibilities of the postholder will be in accordance with the Human Resources Project Administrator job description.

#### **Remuneration and Working Time**

The contract will commence on until 19 December 2025. The hours of work required for the role are 24 hours per week split over 3 or 4 days, including Fridays (3 days 8:00 a.m.– 4:30 p.m. with a half-hour unpaid lunch break or 4 days from 9:00 a.m.– 3:00 p.m.) term time only, 38 weeks per year. Band 2, Points 11-14.

The offered salary is £22,259 FTE (2024 pending salary award), with actual annual pay at £12,073 (pro rata equivalent of Point 11), including holiday pay.

#### **We can offer you:**

- A highly supportive and friendly working environment
- Opportunities for Financial training, development and accreditation.
- Cycle-to-work Scheme
- Electric Vehicle Scheme
- 24/7 Free Employee Assistance Programme (offering individual support, information and advice including financial, legal and home-life and work-related issues)
- CPD opportunities and Internal Promotion
- Up to 25% Gym Membership
- Free staff car park
- Essex Working Well Wellbeing Service (health and wellbeing support and guidance)
- Access to Workplace Health Champions
- Access to Mental Health First Aiders

**Application Process**

If you are interested in the position and wish to discuss the post prior to application, please email Mrs. Dorcas Ologunde, Director of HR at [d.ologunde@plume.essex.sch.uk](mailto:d.ologunde@plume.essex.sch.uk), to arrange a telephone conversation. We are very proud of our academy and what we can offer new members of our collaborative team. The Director of HR will be pleased to discuss the post and provide more information about the post and the academy in general.

To apply please complete the Online Plume Academy online application form (APPLY NOW BUTTON) by the closing date and time stated (unaccompanied CV's or third-party application forms will not be accepted).

**Closing Date: noon Monday 13 January 2025.**

**Interviews: Thursday 16 January 10:00 until 15:00**

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