

The STAR Multi Academy Trust is currently recruiting for a HR Administrator to join our team in September 2019. This is a new position within the Trust, based at Tadcaster Grammar School and is initially for one year subject to review.

The successful candidate will work within the busy environment of the HR office providing an administrative service and practical support to staff, where excellent organisational skills are essential in order to handle the variety of tasks that need to be undertaken. Excellent communication and interpersonal skills are also essential requirements for the post.

Tadcaster Grammar School is a fantastic place to work; we are offering a unique opportunity to be part of an enthusiastic team who are committed to enhancing the teaching and learning experiences for all our students, whatever their role in the organisation. TGS is part of the STAR Multi Academy Trust which is strengthening our existing partnership with other local schools.

This new and exciting role will grow as the Trust grows and in return we can offer a supportive, committed and professional working environment, positive opportunities for professional development and a commitment to continuous learning.

If you would like to apply for this post, please send your completed application form and letter of application, no longer than 2 sides of A4 (10pt font) which should address how your experience and skills match the person specification and the skills you will bring to the post. Candidates will be subject to an enhanced DBS check as part of our commitment to safeguarding.

Please can you respond to Claire Earl ([c.earl@tgs.starmat.uk](mailto:c.earl@tgs.starmat.uk)) by no later than 12 noon on 9/7/2019 and interviews will take place on Monday 15 July 2019

For more information please visit our website: www.tgs.starmat.uk

**HR ADMINISTRATOR 22.5 Hours a week (Term Time Only)**

**Grade D (£9, 520 - £9, 905 )**