



### **HR ADMINISTRATOR**

£16,336 p.a. (£22,777 p.a full time equivalent)

**Term time plus 2 weeks (40 weeks per year)**

Hours of work - 8:45am to 3:15pm, Monday to Friday (30 hours per week)

We have an exciting opportunity for an HR Administrator to join our ever evolving and dynamic HR team!

This is a great opportunity for a professional and flexible individual to join ever growing Trust. You will provide support primarily for the schools within the Trust but will have the opportunity to get involved in a wide range of topics. This role focuses on the recruitment and onboarding of new colleagues but has its roots in generalist HR and no two days will be the same.

Playing a vital role in the HR Administration team, this role is ideal for an enthusiastic person looking for a challenge, ideally someone who has previously worked in a fast-paced team, ensuring standards of accuracy and professionalism.

If you would like to join our team then please visit the website, [www.denbigh.net](http://www.denbigh.net) to download an application form. Application forms should be emailed to [webbs@thedenbighalliance.org.uk](mailto:webbs@thedenbighalliance.org.uk)

The Denbigh Alliance is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

E-mail: [webbs@thedenbighalliance.org.uk](mailto:webbs@thedenbighalliance.org.uk)

**Closing date for applications: 16<sup>th</sup> June 2023**