



IFtL (Inspiring Futures through Learning Trust)

Fairfields Primary School Apollo Avenue, Fairfields, Milton Keynes, Buckinghamshire

centralhrteam@iftl.co.uk

HR Operations Assistant
NJC Salary Grade E1 £27,711
Permanent
Start date: 01/10/2025

About our School:

At Inspiring Futures through Learning (IFtL), we believe in the power of collaboration and shared expertise to drive excellence in education. As a united family of schools, we are committed to supporting and empowering our staff, ensuring that every child receives the best possible learning experience.

At IFtL we are never alone, we know we are stronger together - one united family striving for excellence for all, in everything we do.

About the Role:

We are looking for a dedicated and proactive HR Operations Assistant to join our central HR team. This is a fantastic opportunity for an experienced HR professional with strong administrative skills to make a meaningful impact.

As a key member of our HR team, you will play a vital role in supporting the team with a variety of HR functions, including recruitment and HR based projects. You will act as a trusted assistant, ensuring best practices are followed and helping to foster a positive, high-performing work environment.

If you are passionate about people, thrive in a dynamic and collaborative environment, and are looking to make a difference in the education sector, we would love to hear from you. To find out more about this role please contact Amelia Perrin on centralhrteam@iftl.co.uk.

Closing date: Monday, 1st September 2025

Interview date: Tuesday, 9th September 2025

Closing date for applications: 01/09/2025

Alternatively, you can apply here: <https://mynewterm.com/jobs/16141/EDV-2025-IFTL-93799>