**Position:** HR Officer

**Salary:** NJC Points 24 -27

**Location:** Nexus Head Office, Enterprise Works, 300 Meadowhall Way,

Sheffield, S9 1EA

**Contract type:** Full time, 52 weeks, permanent

(term time only will be considered)

**Closing date:** Wednesday 22nd January 2025

**Interview date:** Monday 27th January 2025

We are looking to enhance our Human Resources provision further by recruiting an additional HR Officer to support our HR Business Partners working across our Multi Academy Trust with Headteachers and our amazing schools’ workforce in realising the Trust vision of being ‘the best we can be’.

**About the Trust**

Nexus Multi Academy Trust was founded in 2016 and has the highest ambitions possible for everyone we work with. We are a forward thinking and innovative Trust with collaboration, enrichment and improvement enshrined within our day to day practice ensuring that leaners and their families are always at the centre of what we do.

The vision for Nexus is that we are constantly “Learning together, to be the best we can be.” This vision is what we aspire to and is as relatable to every employee and partner of our Trust as it is to our children, young adults and their families.

**Our Opportunity**

Working under the supervision of the HR Manager, the successful candidate will have knowledge and experience of implementing HR policies and procedures and be highly competent in the use of a range of IT solutions including Excel and Word.

The Trust Head Office is based near Junction 34 of the M1 and the post holder will be expected to travel across South Yorkshire and beyond to support our schools, in line with the allocated tasks assigned by the HR Manager and to support the HR Business Partners as necessary. It is therefore an essential requirement of the post that the successful applicant has a driving licence and routine access to a car.

**What you can expect**

* An exciting opportunity to join a growing Trust operating across multiple Local Authorities
* To be part of a strong central team, with colleagues across the trust who will make you proud to be part of our state education system
* Working within an award winning MAT who pride themselves on having friendly and supportive academies who together are helping to transform communities

**Further information**

For an informal and confidential conversation about the role, please contact Michelle Smith, HR Manager on 01709 257277.

**Nexus Multi Academy Trust is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment.**

Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.

This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level. Further information about the Disclosure and Barring Service and can be found at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).

We are an equal opportunities employer committed to recruiting and retaining a diverse workforce.

Please ensure that completed application forms are submitted to

[HR-enquiries@nexusmat.org](mailto:HR-enquiries@nexusmat.org)

All candidates are advised to refer to the job description and person specification before making an application.