

Welcome Letter – HR Administrator Primary Academies

Dear Applicant

Thank you for taking an interest in the position of HR Administrator – Primary Academies working within Outwood Grange Academies Trust.

Outwood Grange Academies Trust is an education charity with a track record and national reputation of revolutionary school improvement. We are an organisation, which puts students first; we care deeply about children and our aim is to raise standards across not only our own academies but across the wider educational system and ultimately transform children's life-chances.

As you will no doubt be aware, many public sector bodies are facing a tough financial period, and no school is immune from this. However, at Outwood we have strong systems which are held in the highest regard by the Department for Education/Education Funding Agency, which enable the Human Resources, Finance and Operations departments to work hand-in-hand with executives to best deploy our resources and ensure the effective and efficient use of our funding. You will gain a tremendous amount of knowledge about our highly regarded systems and help shape them as we continuously look to improve.

To that end, we are seeking an HR Administrator – Primary Academies to join our Trust. The position will be based at Outwood Grange Academy in Wakefield but will require some travel to primaries across the Trust. The successful candidate must be able to demonstrate good organisational skills and be a confident communicator.

Whilst it would be helpful if you had knowledge of this sector and experience of HR, it would not be a barrier to any applicant, as we will offer significant support and training to help you excel in this role. At the same time as learning a fantastic range of new skills in HR and Payroll, you will be given the opportunity to apply for funding to study for CIPD (Chartered Institute of Personnel and Development) qualifications.

The role will give you a great introduction to the HR profession and provide the opportunity to develop both analytical and professional skills that will be of benefit to you in your future career. You will have the opportunity to take on real responsibilities, work with senior colleagues and contribute to projects across several academies.

I look forward to hearing from you and welcome you contacting me in advance of your application should you require any further information.

Yours faithfully

Alison Lister
Director of Human Resources

