



Swindon Academy

The best in everyone™

A member of United Learning Trust

Principal: Ms J Shadick BA MA

Swindon Academy

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HR Manager

Required start – As soon as possible

Swindon Academy is the first 0-19 Academy in the country with 1200+ students and Specialism in Science, Business and Enterprise.

We are currently looking to appoint an HR manager to join our growing support team.

Hours: 37.5 per week working Full Time.

Salary: FTE £24646

This wonderful opportunity has arisen for an experienced HR person to join us in our new facilities and be responsible for the HR administration across both of our sites.

We are looking for someone who has experience across the HR spectrum, who will be efficient and enthusiastic, possess excellent communication and interpersonal skills and has an eye for detail and accuracy. You will need to be highly organised and demonstrate a high level of initiative.

Your primary duties will cover, recruitment, generation of contracts and amendments, employee relations, researching and advising on disciplinary, grievance, capability and absence and have an aptitude to understanding employment law. Input into the data base for payroll, and calculation of salaries.

We will require a degree of flexibility in your working hours covering meetings etc on occasion outside of your normal working pattern.

For further details and an application pack please contact Mrs L Fletcher, Vice Principal. via email at lynne.fletcher@swindon-academy.org or telephone 01793 426900.

Closing date: Friday 12 March 2010

Inspired to Achieve

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