



Bishop Wilkinson

Catholic Education Trust

HR and Payroll Assistant

Location: Bishop Wilkinson Catholic Education Trust Head Office, Team Valley, Gateshead/Barmston, Washington
Grade: F (£23,484 - £25,927)
Hours: 37 hours per week, Permanent, Whole Time

The Bishop Wilkinson Catholic Education Trust is a family of secondary, middle, primary and first schools in Durham, Gateshead, Northumberland and Sunderland. Bishop Wilkinson is the largest Catholic education trust in the North East of England, which will have a total of 48 schools by the autumn of 2022. This is an exciting time to join our supportive, and growing team.

The Bishop Wilkinson Catholic Education Trust is seeking to appoint an experienced HR and Payroll Assistant to provide a responsive and effective HR service. This newly established role is a great starting point for someone interested in pursuing a career in Human Resources. Working closely with other members of the HR team, the successful applicant will provide responsive and efficient HR administrative support across the Trust.

The postholder will support a range of HR activities relating to the whole employee life cycle assisting with recruitment processes, drafting contractual documentation and correspondence, administering payroll changes on an outsourced payroll system, note taking and ensuring HR systems are kept up-to-date.

To succeed in this role you must have excellent administrative skills, applicants will be able to demonstrate effective interpersonal skills, exceptional organisational skills and be confident in the use of office software packages.

We are looking for someone with, or willing to work towards, a Level 3 HR qualification (CIPD) with relevant experience, preferably in an HR role within education or a local government setting (although this is not essential). You will have the opportunity to develop in this role.

For an informal discussion about this opportunity please email recruitment@bwcet.com

For an application form and further details about this vacancy please visit our website <http://bwcet.com/vacancies/> where applications can be completed online.

Closing date: Monday 1st August 2022

Interview date: TBC

The Bishop Wilkinson Catholic Education Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is exempt from the provisions of the Rehabilitation of Offenders Act and is subject to an enhanced DBS check.