

Welcome from the Director of People

Thank you for your interest in the role of Trust HR Administrator at Greater Manchester Education Trust.

This is a brand new role, and it really matters. As we grow, we are deliberately developing a central People function that ensures processes are consistent, accurate and high quality across the Trust, allowing our schools to focus on education and outcomes.

At its core, this role is about doing the fundamentals exceptionally well. The quality of our HR administration shapes how colleagues experience working in our Trust, from recruitment and onboarding through to contracts, pay and ongoing support.

We are looking for someone who brings strong organisation skills, attention to detail, professionalism and discretion, and who understands that this role is about people as much as process.

You will be part of a small, committed central People team and will play an important role in supporting the continued development of the Trust's HR function.

Abby Morris

Director of People

