



Manshead  
CE Academy



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MULTI-ACADEMY TRUST

## Human Resources Administrator

**37 Hours Per Week Term Time only, plus 5 training days plus an additional 10 days in the school holidays by arrangement**

**Required for January, 2026**

**Annual Salary – 4c (Points 14 to 19)**

**Pro rata (actual) salary starting at £26,400 per annum (£15.31 per hour)**

We are seeking to appoint an experienced Human Resources Administrator to ensure the timely and efficient delivery of a broad range of front-line Human Resources (HR) support services. This will include payroll processing, recruitment, pre-employment checks, onboarding and maintaining the School's Single Central Record (SCR).

This is a challenging and rewarding role and due to its confidential nature, the successful candidate will require dedication and a highly efficient, organised, flexible and responsible approach.

### **We can offer you:**

- A great career opportunity to develop professionally in an expanding academy
- An opportunity to work across a growing MAT to widen and broaden your experience
- A fantastic working environment with the most up to date technology

### **We would like to hear from you if you:**

- Are determined to make a difference
- Are enthusiastic, self-motivated and keen to progress

For more information on this role, and to download an application pack to apply, visit our website: <https://mansheadschoo.co.uk/vacancies/> where you will be redirected to My New Term to make your application.

To find out more about Manshead CE Academy, visits are positively encouraged in order to meet our students, staff and the Headteacher. For further information or to arrange a visit, please contact Vicky Sharp, PA to the Headteacher, on 01582 679400 or email [sharpv@mansheadschoo.co.uk](mailto:sharpv@mansheadschoo.co.uk)

Please note that his post is subject to enhanced disclosure.

**Closing date: 9:00am Monday 15<sup>th</sup> December 2025**  
**With interviews scheduled for Thursday 18<sup>th</sup> December 2025.**

*'The Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'*

*'CVs will not be accepted for any posts based in schools.'*

*Aspire, Serve, Flourish*