

7 June 2022



RAINHAM MARK EDUCATION TRUST
PUMP LANE, GILLINGHAM, KENT, ME8 7AJ
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Email: Trust-HR@rmet.org
www.rmet.org

HR OFFICER

Salary B1 - £23,537 to £30,592 pro rata (Full time £26,446 to £34,373)
Hours: 37 hours per week, term time plus 2 weeks
(40 weeks per year)

An exciting opportunity has arisen for an HR Officer, responsible for the administration and co-ordination of all HR functions across the Trust. The successful candidate will be organised with the ability to work under pressure and be able to demonstrate a high level of administrative skills including dealing with confidential and sensitive material. They will also have detailed, authoritative knowledge and provide expert advice and support on HR related matters; manage the Trust's HR information system; manage the Trust's use of external HR providers and service; oversee the recruitment process and develop and implement the Trust's induction programme. Full details of the post can be found within the Job Description.

The successful applicant will be flexible in approach and have excellent communication and interpersonal skills. Applicants should be computer literate and have worked with MS Word, Outlook and Excel. The ideal candidate will have a relevant HR qualification and/or experience in a HR role.

What RMET can offer you?

- Excellent professional development opportunities
- Free Health Care provision and gym facilities available

If you would like to be considered for the post, please submit a Support Staff application form, which is available on the RMET website to Trust-HR@rmet.org

Closing date: 10am on Monday 20 June 2022

This vacancy will close on or before the specified closing date depending on the volume of suitable applicants. If you have not heard from us within 21 days of the closing date, please assume that you have not been short listed on this occasion. We wish to stress that no discourtesy is intended in following such a procedure, and you should not let this deter you from future applications.

RMET is committed to the protection and safety of its students, is an Equal Opportunities employer. The post is subject to a satisfactory Enhanced DBS disclosure, suitable references, medical clearance and appropriate qualifications for the post.