



The Academies for Character and Excellence

Excellence through Cultivating Character, Sharing Talents and Pursuing Innovation

Fixed Term HR and Recruitment Coordinator

Based at Totnes St John's C of E Primary TQ9 5TZ
Devon NJC Grade D £26,824 - £28,598
37 hours per week – September 2026 – December 2026

The Academies for Character and Excellence is a growing Trust of 20 Primary Schools making up a dynamic and innovative learning organisation.

The Trust is passionate about educating its pupils ensuring every child has an equity of opportunity through the rich holistic character education it provides. The values of the Trust, which are Community, Collaboration, Equity, Uncompromising Excellence and Integrity, are embedded in everyday practice both operationally at board level and also within our teams across the Trust. We are passionate about the innovative curriculum we offer and our collaborative approach to working. Our network of Teams enables our people to have opportunities to develop and flourish within their own field of expertise.

Are you highly organised, people-focused and able to manage multiple priorities in a fast-paced environment and enjoy working with like-minded people?

We are seeking a HR & Recruitment Coordinator to join our central HR team on a fixed-term basis to help support an increase in HR project work, from September to December 2026. Supporting our family of 20 primary schools, you will play a key role in coordinating supply cover and supporting recruitment activity across the Trust.

Working alongside our HR Lead, Senior HR Advisor and HR Advisor, this is an excellent opportunity for someone with experience in HR, recruitment, administration or education who enjoys building relationships and delivering excellent customer service.

We are looking to appoint an exceptional candidate who will:

- Coordinate day-to-day supply cover requirements across Trust schools.
- Liaise with supply agencies and maintain positive working relationships.
- Support end-to-end recruitment processes, from advertising vacancies to onboarding successful candidates.
- Coordinate safer recruitment checks, references, DBS documentation and pre-employment screening.
- Provide administrative support throughout the recruitment lifecycle.
- Maintain accurate HR and recruitment records.
- Respond to queries from school leaders and colleagues in a professional and timely manner.
- Support the wider HR team with people-related administration and projects as required.
- Work in partnership with headteachers, administration teams and all stakeholders

We can offer the candidate:

- A supportive and collaborative HR team.
- The opportunity to make a real difference to our schools and pupils.
- Local Government Pension Scheme.
- Employee Assistance Programme.
- Professional development opportunities.

If you enjoy working in a HR team and coordinating recruitment, building positive relationships and ensuring our schools have the staffing support they need, we would love to hear from you.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS clearance is required for this post

For further information or an informal discussion please contact Rozel Ridgway on rozel.ridgway@acexcellence.co.uk , or Hannah Fleet on hannah.fleet@acexcellence.co.uk or complete an application form which is found on our Trust website. <https://www.acexcellence.co.uk/trust-vacancies>

Applications must be completed and emailed to Hannah Fleet hannah.fleet@acexcellence.co.uk by **9am on Friday 31st July.**