



Contact Us

A full application pack is available from our website. All completed applications are to be sent to slee@emmausmac.com

Phone – 01384 210 542

Online - www.emmausmac.com

For specific questions about the role and/or to request a visit, please contact Sarah Lee

TEL: 01384 210 542

EMMAUS
CATHOLIC MAC
Our journey with Christ

We are recruiting for a MAC HR Officer

Start Date: ASAP

Salary Range: Grade 6 (SCP 12-17)

£28,598 - £31,022 per annum

Fulltime 37 hours per week – 52 weeks

Emmaus Catholic MAC is excited to be able to offer this fantastic opportunity to join our central team. We are looking to appoint an experienced, proficient HR Officer to support the schools and be the connection between Emmaus Schools and the Central Team based at the Waterfront, Merry Hill.

Putting our children and young people first, always, the core purpose of the Central Team Services is to support our 14 Emmaus Catholic MAC schools so that Principals and key staff can focus on driving high quality teaching and learning for ALL pupils, in all of our schools, in line with our MAC vision:

“Transforming Lives: inspiring ambition and empowering young people to change the world”

The successful candidate will play a key role in ensuring the MAC delivers operational excellence in all matters relating to recruitment, retention, staff wellbeing and HR support of its schools and its compliance with all current legal and regulatory requirements.

Our team members are talented, professional, supportive, caring, and ambitious with the drive to achieve success. We are looking for an equally talented and dynamic team member to strengthen further our already excellent central provision.

If you meet the requirements of the job description and person specification and feel that you could make a positive difference to our central services, then we can't wait to receive your application.

Closing Date: Sunday 12th October 2025

Interviews: 15th October 2025

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people. This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

Effective from September 2022, KCSIE states as part of the shortlisting process school and colleges should consider carrying out on-line searches, as part of the due diligence on shortlisted candidates. This is to determine suitability to work with children and keep them safe. All shortlisted candidates are now subject to an on-line check and if there is anything concerning, then the shortlisted candidate will be asked to comment on it either prior to interview



THE ARCHDIOCESE of BIRMINGHAM

