



Human Resources Officer

37 hours per week, 52 weeks per year
NJC 24 to NJC 28 – £31,099 - £34,723 FTE
Start date: 17 April 2023

We are seeking to appoint a Human Resources Officer for the Aspire Schools Trust. The postholder will work closely with the Trust Executive Leadership and Senior Leadership Teams to create, implement and maintain processes to attract, develop, reward and support our staff. We are seeking applications from suitably qualified candidates who have a strong working knowledge of HR including current relevant legislation and statutory requirements.

The successful candidate will require strong organisational skills and be adept at multi-tasking, in order to work across a range of activities including recruitment and selection, staff induction, development, retention and leaver administration. You will provide principled and pragmatic advice to line managers and colleagues on general HR related queries; and deliver a robust HR service to support our schools in effective deployment of our staff, to ensure everyone strives to deliver the best possible outcomes for our pupils.

We are looking for an excellent administrator with the ability to prioritise, work efficiently and accurately to statutory deadlines. The successful candidate must be able to establish and maintain effective working relationships with a range of school stakeholders. This is crucial to the success of the role and applicants must, therefore, have strong listening and communication (verbal, oral and written) skills. Candidates must also be able to demonstrate excellent IT skills.

This position will initially be based at Sir William Robertson Academy, Main Road, Welbourn, LN5 0PA however the successful candidate will be expected to spend time at the other schools within the Trust.

We will offer you:

A Competitive Salary

Excellent Pension Options

Healthcare Cashplan

Employee Assistance Programme

CPD Opportunities

Salary Sacrifice Schemes

Gym Membership Discounts

Cinema, High Street, Travel and Leisure Discounts

Staff Benefits Dashboard

Safer Recruitment:

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. The successful candidate will be subject to Safer Recruitment checks in line with the [Keeping Children Safe in Education](#) guidance, which includes an enhanced DBS check. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 175 (as amended) and will involve contact with children and, therefore, the post holder will be engaging in regulated activity relevant to children.

How to Apply: Please visit the Trust website to complete an application <https://www.aspireschoolstrust.org/vacancies/>

If you have any questions about this vacancy, or would like to visit our Trust in advance of making an application please contact Mrs Samantha Quincey hr@aspire-schoolstrust.org or call 01400 272422.

Closing date: Noon, Friday 3 March 2023