

Job Title: HR Officer

Contract Type: Permanent

Salary Range: £23,541 - £27,041 (NJC SCP 15-22)

Working hours: 37 per week

Location: 5a The Ropewalk, Nottingham with flexibility for homeworking

Closing date: 08/09/2021 – interviews 09/09/21 & 10/09/21

L.E.A.D. Academy Trust is an established and growing multi-academy trust currently comprised of 25 schools. L.E.A.D. is renowned for having a strong track record in successfully improving underperforming schools. With Head Office in Nottingham, we cover Sheffield, Derbyshire, Nottinghamshire, Leicestershire and Lincolnshire regions.

Reporting into a HRBP, you will actively contribute to our fast paced and commercially focussed HR service. You will be a HR professional who is flexible and comfortable working collaboratively, whilst able to take on responsibility for supporting sickness absence management with other generalist caseloads as required based on competence.

You will either be working from home or from our of our Academies providing operational HR support across the Nottingham, Leicester and Derby schools with support to other areas as required. The key to your success will be your ability to communicate effectively, build strong working relationships with your stakeholders and be highly organised and adaptable to change.

We are ideally looking for someone who has experience in basic case management but with a desire to progress their career. Support and development will be given in employee relations case management to allow them to gain further experience.

Specifically, you will be responsible for:

- Providing advice and guidance on sickness absence cases to schools for both long and short term sickness including providing support for OH referrals and ill health capability procedures.
- Minute taking at meetings held by the HR Advisor and HRBPs including employee relations cases, change management programmes and other ad hoc meetings.
- Assisting with the development of recruitment and induction processes including improvement processes around interviews, assessment materials, advertising and supplier contract management
- Over time, supporting and case managing other employee relations cases as required by the wider HR Team.

To be successful, you will have:

- A recognised HR qualification (CIPD Level 3 preferred) and/or significant HR Generalist experience
- Proven stakeholder management and influencing skills
- A high level of oral and written communication skills
- The ability to work to tight deadlines whilst managing conflicting priorities
- Access to own vehicle in order to travel to academies across the Trust's region
- Experience of working in the Education sector is not essential but would be advantageous

Join us and you can expect an excellent benefits package including 25 days annual leave (plus bank holidays), free city centre parking, flexible approach to working both from home and our Academies, maximum amount mileage allowance, access to Employee Assistance Programme and a very generous local authority pension scheme.

For more information or a confidential conversation please contact hr@leadacademytrust.co.uk

Interviews will take place either Thursday 9th September 2021 or Friday 10th September 2021 and are likely to be a combination of virtual and in person processes depending on COVID restrictions.

A full candidate pack, including Job Description and Person Spec are available [here](#)

Please submit your CV and Cover Letter to recruitment@leadacademytrust.co.uk. In line with safer recruitment you will be required to complete an application form if you are invited for an interview.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is subject to a Disclosure and Barring Service check.