

Head of HR

Part time – Permanent 3 days per week or 22.5 hours per week to be agreed

Hours: Flexible to be worked in the office or schools.

Grade 12 £43,421 - £46,464 to be paid pro-rata (pay award pending)

An exciting opportunity has arisen for a suitably experienced and committed individual to join our Trust as the Head of HR. Within the role you will report directly to the Chief Operating Officer, also liaising closely with the CEO and Director of Education to ensure the implementation of a HR Strategy that supports the Trust strategic plan; undertake workforce support and provide advice to school leaders and managers.

You will also advise on a range of generalist HR areas including employment law and ER, casework, restructures and redundancies, contractual terms and conditions, recruitment, reward and retention, annual appraisal procedures and performance management, learning and development.

We are seeking someone who has solid experience as a HR generalist gained at least at HR Manager level within a range of complementary sectors. With a strong results-orientated focus, you will be able to balance day to day activities with the timely delivery of key projects. The successful candidate will also possess a high level of diplomacy and problem-solving skills, as well as the ability to lead a team.

We can offer:

- Competitive salary and pay progression
- Membership of the Oxfordshire LGPS pension scheme, current contribution over 20%
- Access to extensive professional development opportunities
- A Cycle to Work scheme
- Opportunity to join EV Lease scheme
- Competitive terms and conditions of employment

This is an exciting time to join the Central Team as we continue to build on our success. We are committed to staff development and all staff receive a full induction programme.

The role will be based at the Central Office, Abingdon Learning Trust, Hendred Way, Abingdon, OX14 2AW, and there may be a requirement to move across the different school sites.

As the Trust continues to flourish, your contribution and commitment will be part of that future. If you have any questions about the position, then please email recruitment@abingdonlearningtrust.org.

Safe Recruitment

Abingdon Learning Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of children and requires all staff to share this commitment. The successful candidate will be required to apply for a DBS check at an enhanced level.

Closing date: 5 July 2024

Interview date: Week commencing 8 July 2024

Start date: September 2024