



COLLABORATIVE LEARNING TRUST

Working Together to Secure Success



HR ASSISTANT

INFORMATION FOR APPLICANTS

NJC Grade B3 Scale Points 7-11

Actual Salary £15,727.62 - £16,763.50 Per Annum (25 Hours)

Actual Salary £18,873.14 - £20,116.20 Per Annum (30 Hours)

25 - 30 Hours Per Week – To Be Discussed

Permanent - Term Time Only Plus 10 Additional Days

Required ASAP



HR ASSISTANT

Locations:	Collaborative Learning Trust central team
Contract:	25 – 30 Hours Per Week – To Be Discussed Hours And Days Can Be Negotiated, Office Hours Are Between 08.00 And 17.00, Monday To Friday
	Permanent – Term Time Only, Plus 10 Additional Days
Closing Date:	Monday 5 th January 2026 at noon
Selection Day:	Monday 12 th January 2026

HR ASSISTANT

Thank you for your enquiry regarding this post.

Please look on the Trust website [Collaborative Learning Trust education trust](#) for more information about our Trust and for relevant policies e.g. Child Protection etc.

You will find in this booklet:

- Information about the post
- Information from the CEO
- Job Description
- Person Specification
- Guidance for completing the application form

If you have a disability and require this information in a different format, for example, Braille, larger print or on CD, please contact the trust:

01943 262203

The closing date for applications is **Monday 5th January 2026 at noon**. Please note that it is our policy not to accept late applications. Shortlisting will commence immediately with interviews taking place **Monday 12th January 2026**.

Following the closing date, a recruitment panel will review the information provided and consider how well it matches the person specification. Shortlisted candidates will then be invited in for interview and references taken. On the interview day a number of sessions may be organised which may include completing a data or written task, producing a presentation, meeting with students or, dependent on the role, a combination of the above. The results of these sessions will inform the panel in their decision to take candidates through to a formal interview.

The school is committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All appointments will be subject to an Enhanced Disclosure and Barring Service check.

We aim for diversity within our workforce. Applications are welcome from all, irrespective of sex, sexual orientation, gender identity, race, religion or belief, marital status, age or disability.

All Collaborative Learning Trust schools are non-smoking/vaping sites.

Please note it is the Trust's policy that reimbursement will not be made with regard to candidates' expenses.

INFORMATION ABOUT THE POST

The Collaborative Learning Trust are looking to recruit a committed, enthusiastic and highly organised HR Assistant to provide HR support to our Trust of 7 (soon to be 9) schools. This is an exciting role as part of a growing Trust, working alongside an established Senior HR Assistant in the central team contributing to the HR function, providing a comprehensive, effective and professional HR and Payroll service across the Collaborative Learning Trust.

The Human Resources Assistant for The Collaborative Learning Trust will report to the Trust HR Manager and HR Director. The position is based at the central office in Otley, however regular travel is required to other sites and a full UK driving licence and access to a vehicle is required with mileage expenses to be claimed.

The HR Assistant is the key point of contact in the central team for all HR and Payroll related queries, being able to communicate at all levels is essential with the ability to form and maintain positive relationships with colleagues and stakeholders.

The HR Assistant works proactively in supporting the Office Managers and Headteachers across the trust and the central HR team pride themselves on providing an exceptional, timely service.

INFORMATION ABOUT COLLABORATIVE LEARNING TRUST

Currently the Trust comprises:

1. Prince Henry's Grammar School, Otley, Leeds
2. Bramhope Primary School, Bramhope, Leeds
3. St Mary's Church of England Primary Academy, Hunslet, Leeds
4. Micklefield Church of England Primary Academy, Micklefield, Leeds
5. All Saints Church of England Primary School, Little Horton Green, Bradford
6. Trinity All Saints Church of England Primary School, Bingley
7. Ashfield Primary School, Otley, Leeds
8. St Oswald's Church of England Primary School, Guiseley, Leeds (expected to join February 2026)
9. The Whartons Primary School, Otley, Leeds (expected to join March 2026)

VISION

The Collaborative Learning Trust will be recognised as a highly successful learning community that provides outstanding, sustainable, and inclusive 'nursery to 19' education for young people of all abilities. Students will leave Collaborative Learning Trust schools having enjoyed their education and developed into lifelong independent learners with the creativity, adaptability, resilience and leadership skills to contribute to, and succeed in, our 21st century society.

Our vision is underpinned by the following values:

- **Education for the common good of the whole community** – supporting the development of lifelong independent learners with the creativity, adaptability, resilience and leadership skills to contribute to society
- **Education for dignity and respect** – a focus on equality for all, trust, integrity, respect and an appreciation of diversity
- **Education for wisdom, knowledge and skills** – high quality teaching and learning designed to secure the 'all round' education of young people and engender a passion and enthusiasm for learning
- **Education for hope and aspiration** – a culture of aspiration and success (in students, staff and governance)

This will be achieved through:

- A commitment to a genuinely collaborative approach to ensure sustained school improvement towards the vision
- Strong ethical leadership and behaviour at all levels
- Autonomous ethos and identity for each school, whilst sharing core values and vision across both church and non-church schools
- Effective staff professional development and opportunities for excellent practitioners to develop their career

'We as a Trust have signed up to the Yorkshire and Humber climate action pledge, making a commitment to protecting the climate and nature'

COLLABORATIVE LEARNING TRUST EMPLOYEE BENEFITS

The collaborative Learning Trust promotes employee wellbeing across all of our schools. One of the many ways we implement this is through our fantastic employee benefits which include:

Employee Assistance Programme:

A 24/7 confidential advice and counselling helpline available at no cost to all employees.

Pension Scheme:

We offer a fantastic teaching and support staff pension scheme.

Cycle to work scheme:

Spread the cost of a new bike over 12 or 24 months through salary sacrifice (terms and conditions apply).

Tech scheme:

Spread the cost of a Curry's or Ikea gift card over 12 months through salary sacrifice (terms and conditions apply).

bYond:

A pre-paid card that lets you earn cashback when shopping at your favourite stores.

Extras discounts:

Save up to 10% on the upfront cost of a wide range of big-brand gift cards.

Tastecard Promotions:

Discount on an annual subscription which allows you to Save up to 50% off at hundreds of participating restaurants.

RAC Membership Cover:

A 12 month salary sacrifice offering different levels of cover options for up to 4 vehicles (terms and conditions apply).

JOB DESCRIPTION: HR ASSISTANT

Name:	
Job Title:	HR Assistant
Salary Grade:	NJC Grade B3 Scale Points 7 – 11 Actual Salary £15,727.62 - £16,763.50 Per Annum (25 Hours) Actual Salary £18,873.14 - £20,116.20 Per Annum (30 Hours)
Contract Type:	Permanent - Term-Time Only Plus 10 Additional Days, as directed by the Trust HR Director
Responsible to:	HR Manager/Director
Working Hours:	25 – 30 Hours Per Week – To Be Discussed Hours And Days Can Be Negotiated, Office Hours Are Between 08.00 And 17.00, Monday To Friday

PURPOSE OF ROLE

To contribute to the HR function of the Trust and to provide a wider, comprehensive, effective and professional HR and Payroll service across the Collaborative Learning Trust.

Main Duties:

1. Complete start to finish recruitment for roles across the Trust including onboarding. Ensuring pre-employment documents are prepared, dispatched and processed in line with new starter process
2. Assist with the verification of paperwork for staff checks, organisation and preparation of the induction process for teaching and support staff
3. Comply with statutory regulations and procedures, following safer recruitment guidelines and employment checks to include Barred List checks, Disclosure and Barring Service (DBS). Asylum and Immigration, Right to Work in the UK, Teacher Status and Section 128 checks
4. Have an awareness and understanding of Safeguarding procedures and legislation relevant to the role, must undertake safer recruitment training
5. Assist with the co-ordination, documenting and reporting of exit interviews
6. Recording and monitoring of sickness absence data and associated administrative processes on our HR Management Information System (HRMIS)
7. Prepare and dispatch appropriate correspondence to staff regarding absence matters across the Trust
8. Track and provide absence reports and analysis as required
9. To ensure Trust wide compliance with employment legislation and provide information to support the HR Director/Senior Trust Team

10. Provide assistance with casework and reports to support the HR Director e.g. note taking at grievance, disciplinary, absence meetings and appeal hearings
 11. Assist with the co-ordination of the Performance Management process for teaching and support staff to ensure meetings and paperwork completed within the Appraisal cycle timescales on the BlueSky System
 12. Assist with the co-ordination of staff training needs for all staff and maintain staff training records to include all training on a regular basis
 13. Actively support continuing professional development
 14. To maintain and support the development of the HRMIS (Every) for the Trust, supporting all schools across the MAT where needed
 15. Ensure employee data and personnel records are secure, accurate, up to date and fully compliant with relevant legislation
 16. Maintain an accurate and up-to-date Single Central Register (SCR) ensuring compliance with changes to legislation and Ofsted requirements
 17. To provide administrative support to the HR Director as required
 18. Continue to maintain up to date personnel records electronically and paper based
 19. To provide support to the schools within the Trust as required on routine matters by phone or email
 20. Process information in time for payroll deadlines, including information for teaching staff in line with Teachers' Pay and Conditions, including new starters, leavers and variations within the deadlines specified
 21. Assist with the provision of contracts and salary assessments and statements
 22. Continually maintain and support others, producing accurate records and highlight discrepancies to our Payroll Bureau Provider
 23. To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate staff training as and when required
 24. Comply with and promote the school's health and safety policies and undertake risk assessments as appropriate
 25. Provide the administration of, and promotion of employee benefits across the Trust
 25. Complete First Aid and Mental Health First Aid training
- Any other duties commensurate with the post as directed by the HR Director.

This is a Collaborative Learning Trust Central Services role, there will be an opportunity to work from home upon successful completion of the probationary period.

You will be required to visit Trust schools and this requires you to hold a driving licence and access to a vehicle.

Job descriptions may change and/or be amended, the postholder may be required to fulfil other duties commensurate with the role.

HEALTH & SAFETY

All staff will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

SAFEGUARDING

Collaborative Learning Trust is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) checks.

In line with KCSiE 2025, we will carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any matters that are publicly available online, which we might want to explore with you at interview.

Signed

Date.....

PERSON SPECIFICATION – HR ASSISTANT

Title of Post	HR Assistant		
Specification Prepared By	Senior HR Assistant		
Date	December 2025		
Qualifications		Essential/ Desirable (E/D)	How identified
1.	English & Mathematics GCSE Grade A*-C or equivalent	E	Application and Selection process
2.	Administration qualification or relevant experience	E	
3.	Valid or willing to undertake first aid/mental health first aid qualification	E	
4.	Evidence of recent relevant professional training	D	
5.	CiPD level 3 qualification	D	
Experience and Professional Development		Essential/ Desirable (E/D)	How identified
1.	Experience of working in a HR department of a mid-sized organisation	E	Application and Selection process
2.	Experience of start to end recruitment administration	E	
3.	Experience of using HRMIS	E	
4.	Experience of working in an education/trust setting	D	
5.	Experience of using Arbor (school specific MIS system)	D	
6.	Proven track record of submitting and reconciling Payroll	D	
7.	Experience and responsibility for maintaining Single Central Record (SCR)	D	
8.	Experience in using BlueSky (training and performance appraisal software)	D	

9.	Proven track record as effective HR Assistant or equivalent role and of driving improvement	D	
10.	Ability to effectively support the preparation for OFSTED inspections	D	
Knowledge		Essential/ Desirable (E/D)	How identified
1.	Supporting personnel related health & safety regulations including risk assessments, and how they apply in a school environment	E	Application and Selection process
2.	An awareness and understanding of Safeguarding procedures and legislation relevant to the role	D	
3.	HR strategy and practice, including good knowledge of employment law and best practice management of complex employee relations cases	D	
Skills and Abilities		Essential/ Desirable (E/D)	How identified
1.	Ability to develop and sustain good working relationships with colleagues, Governors and external stakeholders within a complex structure	E	Application and Selection process
2.	Excellent interpersonal and communication skills	E	
3.	Ability to organise and develop effective systems	E	
4.	Ability to use HR policies and procedures	E	
5.	Proven capacity to work innovatively, both independently and as part of a team	E	
6.	Ability to prioritise workload and work to deadlines	E	
7.	Tenacity, flexibility and the ability to work under pressure	E	
8.	Excellent literacy and numeracy skills	E	
9.	Computer literate with experience of Microsoft Office Suite	E	
10.	Ability to write reports, letters, documents etc in a focused and highly professional manner	E	
Personal Attributes		Essential/ Desirable (E/D)	How identified

1.	A commitment to positive teamwork and collaboration to achieve results	E	Application and Selection process
2.	A commitment to continuing professional development	E	
3.	A high standard of professional appearance	E	
4.	Adaptability to changing circumstances and new ideas	E	
5.	A sense of humour and perspective	E	
7.	An appetite and stamina for challenging work	E	
8.	A solution-focused mindset and determined “no excuses” approach to raising standards	E	
9.	Commitment to upholding the schools’ and the Trust’s ethos, values, policies and procedures	E	
10.	Promote a positive health and safety culture across the Trust.	E	
Equal Opportunities		Essential/ Desirable (E/D)	
1.	Acceptance of, and a commitment to, the principles of the schools’ and the Trust’s equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the students and community	E	Application and Selection process
2.	Commitment to equal opportunities policies relating to all protected characteristic in an educational context	E	
Safeguarding		Essential/ Desirable (E/D)	How identified
1.	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Selection process and completion of an Enhanced DBS check
2.	Has appropriate motivation to work with children and young people and can relate to them	E	
3.	Displays commitment to the protection and safeguarding of children and young people	E	
4.	Good knowledge and understanding of the importance of safeguarding students and the welfare of staff and the action to take to support this	E	

Personal Circumstances		Essential/ Desirable (E/D)	How identified
1.	Legally entitled to work in the UK	E	ID
2.	No contra-indicators in personal background or criminal record in showing unsuitability to work with children/young people/ vulnerable clients/ finance	E	Completion of Criminal Background declaration and Enhanced DBS check
3.	Willingness to complete a Pre-Employment Health Declaration if appointed	E	Pre-Employment Health Declaration
4.	Willingness to work additional hours, occasionally, if required for the successful operation of the Trust	D	

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GUIDANCE FOR COMPLETION OF THE ON-LINE APPLICATION FORM

Please complete the application form in full, giving as much information as possible and answering **all** questions before submitting the application.

REFERENCES

Please supply details of two referees, one of which must be your current or most recent employer. If you are currently working in a school setting then one of the referees must be the current Headteacher. Friends and family cannot be used as referees.

If you are not currently working with children, but have done so in the past, then an additional reference from that employer will be required.

Safer Recruitment procedures require that we contact at least one referee before interview.

EMPLOYMENT HISTORY

Please list previous appointments in sequence, current or most recent first. Please include your salary grade in the Position Title e.g.. Reception Teacher M4 + TLR2A. Please also include at the end of the Responsibilities section the reason why you left the post e.g. promotion, relocation etc. Please also list other work experience and the details and nature of the work/activity. If you were not in work at any time please give details of what you were doing e.g. Gap Year Jan 2011-Jan 2012, Unemployed July 2010–December 2010 etc.

EDUCATION HISTORY

Please ensure that you advise all your qualifications, in date order current or most recent first, including those obtained at school. Please advise the grade achieved with regard to degree qualification i.e. BA in History 2:i. Please list all A levels together in one box and in another box list all GCSEs together, along with the grades obtained.

OTHER COURSES OR PROFESSIONAL DEVELOPMENT

Please include any professional development that may be relevant including dates and grades obtained.

INFORMATION TO ADDRESS THE PERSON SPECIFICATION

Please use the sections provided to detail your Skills & Abilities, Knowledge and Experience as described in the Person Specification and relevant to the Job Description. You can use the Additional Information section to detail anything else that you feel is relevant to the role and why you feel you would be an ideal candidate for this post.

STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

- As an organisation which is exempt from the Rehabilitation of Offenders Act and using the Disclosure & Barring Service to assess applicants' suitability for positions of trust, we comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We do not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.
- All applicants who are offered employment in a school will be subject to an Enhanced Disclosure and Barring Service (DBS) check. This will include details of cautions, reprimands and warnings as well as spent and unspent convictions. An enhanced disclosure may also contain non-conviction information from local police records which a chief police officer thinks may be relevant. A statement advising that a Disclosure will be requested in the event of the individual being offered the position will be shown in all job adverts and recruitment packs.
- We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Applicants must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013).
- We ensure that staff involved in recruitment have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders (e.g. the Rehabilitation of Offenders Act 1974 and its amendments in 2013) and know how to access advice and support.
- You will have the opportunity for an open and measured discussion on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or disciplinary action which could result in dismissal.

- We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to ensure that any matter revealed in a Disclosure is discussed with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.



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www.collaborativelearningtrust.com

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