

HR Officer (Recruitment, Compliance, Training and Induction)

DDAT Central Team

Closing Date: Sunday 12th April 2026 at midnight
Provisional Interview Date: Tuesday 21st April 2026



Welcome from our CEO

Dear applicant,

Thank you for showing an interest in working for DDAT.

Our trust was established in 2014 for schools choosing to become an academy as well as for those who found themselves in need of a sponsor.

DDAT's vision is to build a better future for all within our academies who in turn will positively impact their communities.

The DDAT family of schools consists of both Church and non-Church schools who all work together to achieve the aims of the Trust as follows:

- Provide children with excellent educational provision
- Rapidly improve underperforming schools
- Develop effective school-to-school support
- Build strong relationships and promote work with external partners
- Raise aspirations and tackle disadvantage so that no pupil is failed by their school.

DDAT academies demonstrate their distinctiveness by providing an inspirational and holistic education that enables all children and staff to develop and achieve their full potential. Church schools within DDAT are not faith schools for the faithful, but Church schools for the community.

We want our children and young people to be able to 'experience life in all its fullness' and although this phrase is rooted in a Christian narrative (taken from John 10:10), irrespective of a faith perspective, that is what all of us want for our pupils. This has been borne out by the number of community schools that have chosen to join DDAT, signing up to the vision and values that have children at their core.

I very much hope you are encouraged to apply for the position and if successful, I look forward to meeting you in the near future.

Yours faithfully,

Sarah Clark (Chief Executive Officer – Derby Diocesan Academy Trust)



Working for DDAT

Governance

DDAT values local accountability through a Local Academy Committee. In the circumstances where a school is less than good, DDAT will take responsibility for governance and work to quickly rebuild the capacity of leaders at all levels so that the school regains aligned autonomy.

Curriculum

All DDAT schools follow the National Curriculum and supplement it with a vast range of extra-curricular activities which bring learning to life for all pupils.

Terms and Conditions

DDAT aims to ensure consistency of terms and conditions at the time of conversion and also for new staff joining after conversion. As such all staff should be treated no less favourably than they would within a LA school whilst working for DDAT.

External Partners

DDAT works closely with external partners such as Local Authorities, Universities and other Trusts. DDAT broker support across church and community schools and purchase services from a range of providers, including the LA, in the best interest of the school. DDAT encourages full involvement with other schools and regional initiatives.

Support

DDAT provides business, legal, finance, building, HR and governance support through a hub team. Our schools are only one call away from the help they need.

School Improvement

All schools receive a minimum of six visits per year from one of our own team of school improvement professionals. All of our own team undertaking these minimum visits have experience as Head Teacher, Local Authority Adviser/Partner and Inspector on behalf of Ofsted. Additional school-school and system-wide support is actively encouraged with other DDAT schools, the diocese, one of our many partners, or a proven partner identified by the school. Our diocesan team also includes people with considerable experience of Church school inspection.

Continuous professional development (CPD)

DDAT believe that all staff should continue to grow as professionals and as people. Our ethos of working to fulfil every individual's potential applies to staff as well as to pupils.

DDAT staff are involved in a continuing process of improvement and we are committed to fostering a positive belief and practice in continuous learning. Continuing Professional Development (CPD) is an important way of motivating and developing our staff and a carefully planned programme of DDAT CPD improves standards, raises morale and assists with recruitment, retention and succession planning.

All those involved in our school community will have an entitlement to equality of access to high-quality induction and continuing professional development. The focus of DDAT CPD is on improving standards and the quality of teaching and learning.

To see our current CPD opportunities visit: [Upcoming Events – DDAT](#)

DDAT aspire to be the employer of choice for our staff. The diocese has high aspirations for our schools and the pupils in their care as evident in our vision. For more information about DDAT and working in our diocese please visit:

- [Derby Diocesan Board of Education \(anglican.org\)](http://anglican.org)
- [Home - DDAT](#)

Advert

Contract Type: Fixed term to cover maternity leave

Salary: DDAT Grade 9, Pay Points 23-26 (£34,434-£37,280)

Location: Head Office at Bakewell / other schools within the Trust / hybrid working from home

Hours per week: Full-time – 40 hours per week, 52 weeks per year

Reports to: HR Lead

An exciting new opportunity has arisen at Derby Diocesan Academy Trust (DDAT) for a HR Officer to join our friendly team. We are looking for somebody who will bring enthusiasm and drive to support the development and consolidation of the Trust's HR operations.

DDAT is a Multi Academy Trust that oversee and support schools across Derbyshire and Derby City. Established in 2014 by the Diocese of Derby, DDAT is committed to providing high quality education for all children in their academies based on clearly established Christian values and principles.

The HR Officer will be approachable and an effective communicator. They will be able to build trust and positive relationships with senior and middle leaders as well as all stakeholders, providing support across all aspects of people and change management.

The HR Officers will join a friendly and supportive team. Working closely with other HR and central team members.

The successful candidates will:

- Provide a fully integrated HR service across the schools within the Trust and central team with a main focus on recruitment, compliance, training and induction.
- Demonstrate the ability to support, challenge, and work in coproduction with senior colleagues on all aspects of HR.
- Have experience of effectively managing a complex and varied workload.
- Be results-oriented, motivated by goals and be driven to achieve those goals.
- Display excellent interpersonal skills when dealing with a range of stakeholders with empathy and purpose.

In return, DDAT will offer you:

- An opportunity to work as part of a supportive team and empower you to further develop the Trust.
- A competitive salary and LGPS pension contributions.
- A generous annual leave entitlement
- Ongoing high quality professional development opportunities.
- Hybrid working with the opportunity to work from the office in Bakewell, home and the DDAT schools across the Trust.
- Benefits including but not limited to; Free onsite parking at Bakewell Head Office, Cycle to Work Scheme, free eye tests and a contribution towards a pair of glasses for employees using VDU's, Employee Assistance Programme & an opportunity to work flexibly.

DDAT welcomes a diverse population of both children and staff and is committed to promoting and developing equality of opportunity in all its functions.

DDAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, online checks, pre-employment and Disclosure Barring Service checks. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

We will only accept applications made on DDAT application forms. Please note that we will **not** consider CVs as part of the shortlisting.

Please note that all candidates must have a right to work in the UK in order to be able to work at our Trust. Unfortunately, we are unable to offer sponsorship for international job applicants.

Applications are invited as soon as possible; we reserve the right to close applications early.

If you would like to arrange an informal discussion about this post, please email HR@ddat.org.uk in the first instance.

Job Description

Job Title	HR Officer (Recruitment, Compliance, Training and Induction) - DDAT
Reporting to	HR Lead
Hours	Full Time – 52 weeks
Salary	DDAT Grade 9, Pay Points 23-26 (£34,434-£37,280)

Job Purpose

To undertake HR Officer duties on training, induction, recruitment and compliance and to assist the Central HR function to operate effectively in their roles.

Key responsibilities

- Acting as part of the team for both internal and external enquiries on behalf of the HR. To include screening phone calls, resolving and responding to enquiries or redirecting more complex calls as appropriate and in a timely manner.
- Monitor and respond to enquiries within the HR inbox.
- Lead on recruitment activities and associated process for the Central Team and senior roles across schools. To include placing adverts on various platforms to gain maximum exposure, collating and sharing of completed application forms, preparation of document for the shortlisting and interview packs, interview letters, reference requests, social media searches, DBS and other recruitment checks, and offer letters.
- Ensure any social media concerns are followed up and relevant paperwork updated.
- Manage the Trust's website recruitment page and the SAMPeople Recruitment platform. Liaising with external PR regarding social media coverage of recruitment campaigns.
- Co-ordinate the onboarding process for Central team members, including arranging appropriate induction and training, and completing the necessary HR documentation e.g. offer letters, contracts, payroll forms, etc.
- Advise Head Teachers and Business Managers on effective recruitment processes and provide information on HR policies and procedures.
- Manage the Central teams single central record, including carrying out DBS and pre employment checks.
- Oversee the compliance of safer recruitment on the HR System SAMPeople.
- Review adjustment forms and new starter forms from the schools within the Trust.
- As part of any ongoing changes to the central team e.g, address changes, amendments to contracts etc, ensure that SAMPeople is kept up to date and any changes are reflected in the relevant months payroll export.
- Lead on job evaluations across the Trust.
- Create contracts of employment for all new starters across the Trust.
- Provide advice, guidance and support to all stakeholders regarding training, induction, recruitment and HR compliance.
- Maintain the Central team HR electronic folders and personal staff electronic folders, and ensure the schools electronic personal folders are maintained in line with the Trust Expectations and ensuring compliance.
- Prepare KPI data for the COO and Trust Board.
- Prepare letters, templates and other documentation as required.
- Advise Schools on sickness absence matters and attend first formal stage absence review meetings as appropriate.
- Support schools with case work as required.
- Support HR colleagues with note taking for complex casework.

- Support in the administration of Trade Union Consultation meetings ensuring documentation is circulated accordingly.
- Attend meetings outside of HR as required to take accurate and confidential minutes.
- Work collaboratively with the HR Team in relation to ad-hoc projects, initiatives and the ongoing development of the HR function.
- Support with the collation of HR data in relation to SAR/FOI requests.
- Work with all members of the DDAT central team and DDBE, to develop, improve and maintain effective Trust-Wide systems, files, policies and initiatives in line with the Trust's development plan.
- Review and update policies and procedures ensuring compliance with legislation and the Scheme of Delegation.
- Ensure the HR system is kept up to date with policies and procedures.
- Build effective and collaborative working relationships with internal and external stakeholders sharing best practice and knowledge.
- Develop effective professional relationships with Headteachers, Executive Headteachers, other Senior Leaders, School Business Managers, Local Academy Committee Members and the wider Trust staff to ensure excellent customer service and a helpful attitude is always provided.
- Liaise with the external payroll provider on pay related matters.
- Lead on central team new starter inductions, including ensuring all relevant onboarding documents, and statutory training is in place and completed in the timescales assigned.
- Oversee the completion of training on The National College, ensuring learning plans are kept up to date and assigned to the appropriate staff groups.
- Follow up on any outstanding training across the Central Team and reporting on school level completion as required.
- Have an awareness of the Educational landscape, including the safeguarding of children in education, and its implications and the impact on the work of the HR team.
- Any other duties relevant to the grade.

Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application

Attributes	Essential	Desirable
Qualifications and Professional Development	<ul style="list-style-type: none"> • Educated to GCSE level with Maths and English at Grades A* - C or equivalent • Full driving licence • Skilled user of Microsoft Office, with the ability to produce, create and edit documents using Word, Excel, PowerPoint and Outlook. • Hold or working towards CIPD Qualifications 	<ul style="list-style-type: none"> • Formal administration qualification • Project management qualification
Knowledge, skills and competencies	<ul style="list-style-type: none"> • Able to maintain strictest confidentiality and integrity at all times • Excellent IT skills. • Sensitivity in collaborative work with colleagues • Highly organised and efficient in managing a diverse workload with competing priorities. • Ability to work to tight deadlines. • Demonstrates a high level of written and verbal communication skills with resilience that enables accuracy and attention to detail in a fast-paced environment. • Able to relate well to all stakeholders • Be empathetic to situations/staff and have a friendly, approachable personality. • Ability to be pro-active and work under own initiative. • Have a strong customer service focus with a can do and helpful attitude. • Adaptable to the demands and challenges of supporting more than one person within a 	<ul style="list-style-type: none"> • Knowledge and understanding of the educational sector

	<p>geographically dispersed team.</p> <ul style="list-style-type: none"> • Ability to work in a team • Suitability for promoting and safeguarding the welfare of children and young people. • Able to promote inclusion and equal opportunities • Able to organise, lead and motivate other staff • Ability to exercise judgement and discretion. • Knowledge of employment legislation. • Knowledge of HR processes and best practice. 	
Experience	<ul style="list-style-type: none"> • Experience of HR systems and L&D Platforms. • Experience of working in administration. • Experience of dealing with people at various management levels • Experience of working independently • Experience of organising and minuting meetings • Commitment to own professional development • Experience of working in a HR Department. • Experience of working with Trade Unions 	

Terms and Conditions

The employer for this post is Derby Diocesan Academy Trust

The post will be based in Bakewell with some flexibility for hybrid working but may be required to work at any other centre where DDAT business is conducted

This post requires the ability to travel and work directly with academies in the Trust.

An Enhanced DBS is required for this post.

Guidance on the Appointment Process

These notes are intended to guide you when making an application for a post within DDAT.

The Application Form

Please complete the application form neatly, fully and accurately, including exact dates. Where there are any gaps in employment or education, please provide further information and reasons related to all unaccounted periods. The form may be typed or handwritten but if you do write it by hand, please make sure that it is legible.

Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

Education and Training

Please state your qualifications and any training you have undertaken relevant to the post.

Current employment

Make it clear what your present post is, which establishment you work in and who your employer is.

Previous Appointments

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work. This is a requirement under our recruitment and safeguarding policies.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. Please limit your supporting statement to two sides of A4 in size 11 font.

Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.

The Interview Candidates will be invited to the Trust Central Office or one of our schools for interview. Where necessary, interviews will be facilitated via an on-line means through Microsoft Teams or Zoom.

Feedback Verbal feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

Selection for Appointment

Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.

Arrangements for Applications

When you have completed your application, please submit your application in line with the instructions provided on the advert by the closing date and time.