



**L.E.A.D. Academy Trust**  
Lead • Empower • Achieve • Drive

# Candidate Information Pack

## HR Officer

### L.E.A.D. Academy Trust





# About the Trust

L.E.A.D. Academy Trust was established by Diana Owen, CBE in 2011 using her considerable experience as an executive headteacher, National Leader of Education, Primary Strategy Consultant Leader, coach and mentor.

The Trust is a multi-academy trust comprising 24 primary and 3 secondary academies across the East Midlands and South Yorkshire. All academies strive to achieve the highest standards of behaviour and conduct while providing outstanding teaching and learning.

As well as our core offer to L.E.A.D. academies, we also operate highly successful areas of support to external trusts, schools and organisations in two key areas: IT through L.E.A.D. IT Services in Derby and professional academic development through L.E.A.D. Teaching School Hub in Lincoln.

“We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust’s vision and values and are committed to making a tangible difference to the lives of children and young people.”

*Diana Owen, CBE Trustee and Chief Executive of L.E.A.D. Academy Trust.*



**24**

Primary Academies



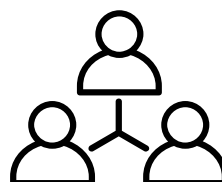
**03**

Secondary Academies



**05**

Geographical Regions



**11,500**

Pupils



**1,650**

Staff





# Our mission

Our mission is to be a pioneering, confident, high-performing Trust with national and international influence. In working towards our vision, the Trust's mission through outstanding leadership is to provide the highest quality education to enable every pupil to realise their full potential.

# Our values

The acronym L.E.A.D. embodies the four key principles at the heart of the Trust: strong leadership at every level; empowering everyone to aim high; providing the opportunity for all to achieve and constantly driving for improvement.



## Lead

Develop leadership skills in all staff and pupils.



## Empower

Nurture and challenge everyone to take responsibility and work together.



## Achieve

Encourage and reward achievement.



## Drive

Constantly moving forwards, using and instigating the best ideas and practice.

# Benefits of being part of the Trust



## Annual leave

26 days annual leave plus bank holidays, rising with increased service.



## Competitive salary

All Trust roles (except apprentices) offer a minimum hourly rate above National Living Wage, with salary progression.



## Pension scheme

Generous local authority pension scheme of minimum 17% employer contribution.



## Online GP service

24/7 access to online GP consultations, providing advice, diagnosis, referrals, and ongoing support for all staff.



## Flu vaccinations

Free seasonal flu vaccinations for employees who are not otherwise eligible, ensuring health and wellbeing.



## CPD

Individual development plus high quality professional development through the L.E.A.D. Teaching School Hub for teachers.



## Employee Assistance Programme

Free 24/7 support for employees, offering counselling and resources for emotional, financial, and legal issues.



## Free eye test

Free eye test every two years for regular computer users, reimbursed through expenses to promote wellbeing.



## Occupational Health

FREE services available to support employee well-being and promote a healthy work environment.



## Physiotherapy services

Access to free physiotherapy to aid recovery, support physical health, and promote overall employee wellbeing.



## Access to discounts

Exclusive discounts and cashback on travel shopping, insurance and utilities through the Blue Light Card.



## Travel expenses

Business travel expenses reimbursed at the HMRC maximum mileage rate to support staff travel needs.

# Job Description



## HR Officer

Location:	Genuine hybrid working across schools in Nottingham, Derby and Leicester areas with flexibility for homeworking.
Contract Type:	1-year fixed term initially
Salary:	£30,016 - £32,654 (NJC SCP 17-22)
Closing date:	Wednesday 26th February 2025 by 10am
Interview date:	Wednesday 5th March 2025 in Nottingham
Start date:	As soon as possible

The role is to support and proactively contribute to the operational success of the HR function within L.E.A.D. Academy Trust.

This role will provide a pro-active, timely and commercially focussed HR service to support to the wider HR Team, Directors of Schools, Heads and Line managers within the Trust, whilst ensuring compliance with all relevant employment and educational legislation, including safer recruitment best practice.

The role will assist a portfolio of schools in all areas of employee relations, including but not limited to, sickness absence management, note taking and supporting disciplinary grievance, performance and capability processes, change management and resourcing. In addition, this role is integral in the support of compliance, audit, training, recruitment and induction processes.

This post is one of three HR Officer posts and would be expected to work as a generalist within the team with other project work as allocated by the HR Business Partners. The post holder would be expected to work in collaboration with the other HROs, HR Adviser, HR Business Partners and Head of HR and provide support to the team as required. Whilst a specific portfolio of schools may be allocated, it would be expected that support would be provided to any Trust location as allocated by the team.

At L.E.A.D. we have a strong vision and four core principles, to lead, empower, achieve and drive. These principles underpin the day-to-day culture for support to our academies.

### **Duties and Responsibilities:**

- Managing sickness absence casework across partner schools for both long and short term sickness, including advising on strategies for reductions in days lost
- Prepare and provide attendance reports using the Trust's HR System to ensure the wider HR team are able to monitor trends and respond accordingly
- Note taking at formal HR meetings as required
- Undertake compliance checks on academy single central records and file audits in line with inspection schedules providing advice and guidance as required
- Support the wider HR Team in organisational change initiatives and employee relations matters including supporting formal hearings where necessary
- Jointly maintain the Shared Drive and SharePoint/Intranet pages for the HR team

# Job Description



- Maintaining accurate, confidential and compliant systems and processes (paper and electronic) to support the effective and efficient operation of the wider HR function
- Advise and support the academies in ensuring compliance for Single Central Record (SCR) requirements
- Support the HR elements of the Trust internal and external audit processes
- Support investigating managers with completing processes ensuring coaching, guidance and documentation and advice is provided in a timely manner
- Respond to day-to-day queries from academies and managers across the Trust on HR policy, procedure and best practice in a timely and accurate manner escalating contentious issues to the HRBP for any cases which may be considered high risk
- Managing own casework on all employee relations issues from disciplinary, grievances, maternity, consultations and any other HR cases as required by partner schools
- Ensure all advice is fully compliant with current employment law, including (but not limited to) the Equality Act, Data Protection and Safer Recruitment legislation
- In partnership with the wider HR Team, participate in projects which contribute to the progress of HR initiatives
- Proactively participate in HR continuous improvement processes, including policy development and improved use of technology to refine HR processes
- Support to the wider HR team on projects including training and induction programmes
- Support the delivery of training sessions on operational HR matters within the Academies e.g. Sickness Absence management and Performance management
- Maintain the Trust SCR and support with on-boarding process for central team staff including DBS applications
- Maintaining accurate, confidential and compliant systems and processes (paper and electronic) to support the effective and efficient operation of the wider HR function
- Support Trust schools with advice and guidance around recruitment advertising, candidate packs, interview guides and assessment materials
- Provide training, advice and guidance on improvement processes relating to recruitment within the Trust
- Support Central Safeguarding teams with updates to the Safer Recruitment Processes
- Provide advice and guidance to all areas of the Trust in relation to induction and probation requirements and processes
- Produce management reports as required and directed by the wider HR team
- To be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the Trust
- Coordination of the HR content for Trust newsletter
- Provide effective support and coordination of audit activities within the HR team
- Take accountability and responsibility for own project deliverables as required as part of objective setting and departmental continuous improvement
- Support with the administration of any Trust benefits programmes and implementation of any new processes/systems

## **Influencing and Managing Relationships:**

- Headteacher
- L.E.A.D. Central Support
- External agencies
- Governors
- Senior Leadership Team
- Staff

# Job Description



As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities. Job descriptions are reviewed periodically and updated from time to time in line with requirements.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D. we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

## Person specification

The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

	Essential criteria	Desirable criteria
Qualifications and Attainments	<ul style="list-style-type: none"><li>• Studied to a minimum standard of GCSE (grade A* - C), or equivalent, in English and Maths</li><li>• Relevant Business Administration qualification or equivalent work experience</li></ul>	<ul style="list-style-type: none"><li>• Relevant HR Qualification (e.g. CIPD level 5)</li></ul>

	Essential criteria	Desirable criteria
Skills and Knowledge	<ul style="list-style-type: none"><li>• Excellent communication skills, both written and oral, with the ability to communicate effectively with people at all levels</li><li>• High level organisational skills</li><li>• Strong ability to analyse and manipulate data</li><li>• Basic report writing skills</li><li>• Able to work as part of a team and contribute towards its success</li><li>• Able to use all MS Office programs particularly Word, Excel, Outlook and PowerPoint and be familiar with other bespoke databases</li><li>• Able to work to tight deadlines, managing and prioritising time effectively</li><li>• Excellent record keeping skills</li><li>• Self-starter, with and ability to work independently &amp; use own initiative to overcome obstacles</li><li>• Experience of interviewing and assessing as part of a recruitment process</li></ul>	<ul style="list-style-type: none"><li>• A working knowledge of HR systems (e.g. HRIS, payroll etc.)</li></ul>

# Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

	Essential criteria	Desirable criteria
Experience	<ul style="list-style-type: none"> <li>Working in an environment where experience includes taking initiative and self-motivation within the remit of the role</li> <li>Experience of managing data systems for reporting to management and other stakeholders</li> <li>Working as a member of a team</li> <li>Experience of dealing with confidential information</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of working in a similar role</li> <li>Experience of working in an education setting</li> </ul>

	Essential criteria	Desirable criteria
Personal Attributes	<ul style="list-style-type: none"> <li>Have an openness to learning and change</li> <li>Have a positive attitude to personal development and training</li> <li>Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility</li> <li>Demonstrate good interpersonal skills</li> <li>Demonstrate integrity, confidentiality, impartiality and empathy</li> <li>Have good interpersonal skills</li> </ul>	

	Essential criteria	Desirable criteria
Additional Requirements	<ul style="list-style-type: none"> <li>This role is subject to an enhanced DBS</li> <li>Hold a driving licence and have access to own vehicle</li> </ul>	





# How to apply

Closing date: Wednesday 26th February 2025 by 10am  
Interview date: Wednesday 5th March 2025 at The Ropewalk, Nottingham  
Contact email: [HR@leadacademytrust.co.uk](mailto:HR@leadacademytrust.co.uk)  
Contact number: 0115 822 5440

Please submit your CV and cover letter to [HR@leadacademytrust.co.uk](mailto:HR@leadacademytrust.co.uk). In line with safer recruitment, you will be required to complete an application form if you are invited for an interview.

For an informal discussion or a confidential conversation about this opportunity, applicants are welcome to contact [HarpritSamrai@leadacademytrust.co.uk](mailto:HarpritSamrai@leadacademytrust.co.uk) or via phone on: 07720 698376.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

