



Human Resources Officer Candidate Application Pack

Dear Candidate,

We are excited to announce an opportunity for an experienced HR professional to join King's Group Academies (KGA) as our new **HR Officer**.

KGA is a growing Multi-Academy Trust comprising 15 schools across the South East. As we continue to expand, we recognise the need to enhance our operational HR function to ensure that our academies receive consistent, high-quality HR support. This is where your skills are key!

In this role, you will be an experienced and confident HR generalist, ideally familiar with the education sector terms and conditions. Your primary focus will be providing high-quality, effective HR support to employees and leaders across our Trust and supporting the HR Operations Manager in improving processes and systems across our Central HR function, establishing best practices across the Trust. You will be the day-to-day point of contact for our academy Headteachers and Business Managers however, you will be supported by the HR Operations Manager and People Partners who are available for more complex queries.

Our HR services team is based in Hampshire, and you will be located at King's Academy College Park with some hybrid working and occasional travel to other academies in Gosport as required.

In return, you will receive support and professional development from KGA's HR team. This role presents a fantastic opportunity to contribute to the building of a strong HR function and to have a positive impact on the education of approximately 10,000 pupils. Our vision is to provide these pupils with **Opportunity and Success on a Global Stage**, and we are looking for someone who shares this ambition. If you are excited by the prospect of helping our academies recruit, retain, and develop outstanding staff, we encourage you to apply.

The Trust

At [King's Group Academies](#) we share a vision of a [global community of pupils](#) and colleagues whose connection broadens horizons and fosters understanding. We have a passion for working collaboratively within our UK communities and more widely, promoting international citizenship. We believe that each and every pupil deserves teachers and school colleagues who are passionate about their success and seek to achieve this through positive partnerships with parents who hold us to account.



We place emphasis on colleagues working together to share expertise and drive strategy. Each of our academies contributes as part of a range of forums that cover aspects including Teaching & Learning, Safeguarding, Curriculum, International, HR & Finance and our Head Teacher Board that meets regularly to support and share practice together.



In addition to our forum approach, our Senior Leadership Teams are enabled by their Local Governing Bodies and the trust central team.

Each one of our academies has its own identity, history and context, which we embrace. We also share similarities in our commitment to continuous improvement and educational excellence. We all work towards *opportunity and success on a global stage* for all our students.

We currently comprise fourteen academies across Berkshire, Hampshire and Sussex. You would be joining our central team and will therefore travel to our academies as needed. The trust is working for sustainable growth and academy improvement, giving a firm foundation for our leaders to deliver our mission to equip all pupils with the confidence, knowledge, skills and values that will enable them to thrive in the modern world.



Job Description

Hours: 37 hours per week, 52 weeks per year.

Location: Portsmouth / Hybrid with occasional travel to other academies across the Trust as required.

Salary: The salary range for this role is £31,067 - £35,235 (Band 7, Point 13-17)

Reporting to: HR Operations Manager

Role Purpose

The HR Officer will play a key role in the Central HR team, providing high-quality, effective HR support to employees and leaders across King's Group Academies. The role will focus on supporting the Trust's development of HR practices and managing HR transactions, covering the full employee lifecycle, ensuring that the Trust remains compliant with employment law and best practices. The HR Officer will also assist with the implementation of trust-wide HR initiatives and provide guidance and advice on HR matters, escalating queries to the HR Operations Manager and People Partners as appropriate.

Key Responsibilities

Centralised HR Services

- Provide a professional, centralised HR service to schools within the Trust, covering all aspects of HR administration including recruitment, onboarding, inductions, contracts, and employee lifecycle management.
- Ensure accurate and timely processing of HR transactions such as absence management, payroll, and employee benefits.
- Maintain a trust-wide email distribution group for trust-wide communications.
- Monitoring the trust-wide recognition scheme, producing and distributing certificates to nominee's, arranging a quarterly draw, and liaising with the Headteachers.

HR Policy & Process Development

- Support the HR Operations Manager with the development, implementation, and review of HR policies and procedures, ensuring alignment with current employment law and best practice.
- Advise leaders and employees on HR policies, employment terms and conditions, and basic employment law.

Supporting the Leadership Team

- Setting up, compiling agendas and note taking at meetings e.g union and management meetings.
- Working with the HR Operations Manager on ensuring that the Trust's record of visa sponsorship is maintained and reviewed regularly for required updates, and providing advice to academies on the process of sponsorship as required.
- Keep a record of the HR budget and associated spending, reporting the Director of People regularly.

Project Management of HR Initiatives

- Act as the project lead for trust-wide HR initiatives as directed by the HR Operations Manager, driving development and embedding of HR processes and initiatives such as performance management, training and development, and employee wellbeing.
- Collaborate with various stakeholders across the Trust to ensure the successful delivery and integration of HR initiatives.

HR Reporting and Data Management

- Maintain accurate employee records and ensure the HRIS is updated in a timely manner.
- Ensure accurate tracking of HR metrics, providing reports to the Senior Leadership as required.

Learning and Development

- Assist with the identification of training needs and support the delivery of training to employees and leaders across the Trust.
- Support with inductions and CPD opportunities.

Employee Relations

- Support the People Partners with employee relations matters as required, including disciplinary, grievance, and absence management processes.

HR Best Practice and Continuous Improvement

- Actively contribute to the continual improvement of HR processes to ensure an efficient, effective, and compliant HR service.
- Maintain knowledge of current HR trends and best practices, applying this knowledge to enhance the HR offering within the Trust.

Safeguarding

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the Trust's Child Protection Policy, Safeguarding policy and Code of Conduct.
 - Ensure all issues relating to pupils are reported immediately to the designated member of staff.
 - Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements.
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Health, Safety & Security

- Ensure a personal awareness of and compliance with, policies and procedures related to health, safety, and security, confidentiality, and data protection.
 - Ensure concerns are reported immediately to the designated member of staff.
 - Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices.
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Equity, Diversity & Inclusivity

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity
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This job description may be amended at any time following discussion between the post holder and the HR Operations Manager without changing the general character of the duties or the level of responsibility entailed. The above list is indicative and not exhaustive.

Person Specification

Experience, Skills & Knowledge

The HR Officer role requires a professional with substantial experience in a generalist HR position, preferably within an education or Multi-Academy Trust setting, and a strong understanding of HR processes and best practice.

Essential:

- Significant experience in a generalist HR role.
- Understanding of employment law and HR best practices.
- Experience in using a HRIS.
- Good understanding of basic payroll.
- Strong organisational skills with proven ability to manage multiple priorities and meet deadlines.

- Excellent interpersonal and communication skills, with the ability to build relationships with people at all levels.
- Ability to deal with sensitive issues with confidentiality and professionalism.
- Attention to detail and a high level of accuracy in data management.
- Proficiency in Google suite for documents, workflows, reporting and meetings.

Desirable:

- CIPD Level 3 and/or 5 or equivalent experience.
- Experience of working within the education sector or a Multi Academy Trust.
- Experience in leading HR initiatives.
- Knowledge of the education sector, particularly in relation to the Terms and Conditions of employment.

Personal Attributes

The ideal candidate for this role will demonstrate a proactive and solution-oriented approach to HR challenges, with the ability to adapt to dynamic environments. Strong interpersonal skills, empathy, and the ability to build positive relationships across all levels of the Trust are essential. The candidate should be an excellent team player, highly organised, and capable of managing multiple priorities while maintaining attention to detail and professionalism. Integrity, confidentiality, and a commitment to continuous improvement in HR practices will be key for success in this role.

Our offer to you

Working for KGA delivers all the benefits you would expect from a large employer including:

- Generous annual leave and other holiday entitlement along with flexible working.
- Entry into the Local Government Pension Scheme with generous employer contributions.
- Employee Assistance Programme.
- Discount and recognition schemes.
- Great CPD opportunities.

How to Apply

To apply, please download the application pack and complete our application form, sending it to centralhr@kingsacademies.uk. The application pack and further details of the role can be found on our website.

KGA is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All posts within our academies are exempt for the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and complete an Enhanced Criminal Records Disclosure via the Disclosure and Barring Service (DBS)

Such declarations will be made on the appropriate section of the application form, and will be removed prior to the selection panel shortlisting process. The chair of the panel will discuss relevant, positive declarations confidentially with the applicant at interview. The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures.

Application Deadline

12pm on Wednesday 5th February 2025.

Selection Process

Shortlisted candidates will be invited to participate in an activity and a face-to-face interview on Wednesday 12th February 2025 at King's Academy College Park, Portsmouth.