

## Human Resources (HR) Officer

**Contract Type:** Full Time, Permanent

**Salary:** £39,150-£40,953

**Start Date:** 1<sup>st</sup> September 2025

Are you a dedicated and proactive HR professional looking to make a positive impact in the education sector?

Join the Saint John Southworth Catholic Academy Trust, as our **HR Officer** and help support our staff, schools and the Central Services Team to deliver exceptional education to our pupils. With a passion for people and a commitment to providing an outstanding working environment, you will play a pivotal role in ensuring our HR services are effective, efficient and meet the needs of our schools.

### About the Role

As a HR Officer, you will play a key role in providing high-quality HR support across our growing network of schools. You will be responsible for managing end-to-end recruitment processes, supporting employee relations and offering advice on a variety of HR matters. Your expertise will be vital in ensuring that our staff receive the best possible support and that our schools remain compliant with HR policies and procedures.

This is an exciting opportunity for someone who is passionate about people and eager to make a meaningful impact in the education sector.

### Key Responsibilities

- Provide comprehensive HR support to all schools within the Trust
- Manage recruitment processes, including advertising roles, shortlisting candidates and supporting interview panels
- Provide advice and guidance to staff on the full range of HR matters, including policies, employee relations and wellbeing
- Maintain accurate employee records and ensure compliance with education sector and HR legislation
- Assist with the development and implementation of HR strategies to support the Trust's objectives
- Support the management of performance and absence and assist in the preparation of contracts and HR documents
- Contribute to the delivery of HR training for staff and line managers

### What We're Looking For

The ideal candidate will have:

- Previous experience working in an HR role, preferably within the education sector
- Knowledge of UK employment law and HR best practices

- Strong communication and interpersonal skills, with the ability to build effective relationships
- Excellent organisational skills and attention to detail
- The ability to manage a wide range of casework with conflicting deadlines
- A proactive approach, with the ability to work independently and as part of a team
- A Level 5 Chartered Institute of Personnel and Development qualification or a willingness to work towards

## What We Offer

- A supportive and collaborative working environment
- Opportunities for training and development to help you grow in your career
- The chance to contribute to a trust committed to delivering high-quality education and supporting staff wellbeing

## How to Apply

For full details, including the Job Description and Person Specification, please visit our website: [St John Southworth Catholic Academy Trust - Vacancies](#). Application forms are available at the bottom of the webpage. **Please submit your application forms via email to [hrteam@sjscat.co.uk](mailto:hrteam@sjscat.co.uk).**

**Closing Date:** 8am on Friday 23<sup>rd</sup> May 2025

**Interview Date:** Friday 6<sup>th</sup> June 2025

The Saint John Southworth Catholic Academy Trust is committed to safeguarding and promoting the welfare of young people. All roles are subject to satisfactory vetting, including an Enhanced DBS check with Children's Barred List.

Join us in our mission to cultivate an educational environment that inspires growth, respect and academic achievement!