



Human Resource Officer (Temporary to cover maternity leave)

If you would like to support our colleagues as they progress through their employee journey with us, this could be the job for you!

Key Responsibilities:

- Provide a timely first line response to HR enquiries from colleagues.
- Maintain data within our HR system, Every, updating details for starters, leavers and contractual changes, assisting with recruitment preparation as required.
- Check and prepare data for monthly payroll.
- Data validation to ensure data is accurate and complete, generation of reports for management information.
- Ability to drive and flexibility to work across the trust, for HR support/drop-in sessions.
- Participation in delivery of training and relevant working groups for development of policy and practice.

Benefits:

- A temporary role commencing January 2026 to cover maternity leave, 37 hours per week for 52 weeks per year.
- Salary upon appointment Grade 6 Scale Point 15 to 18 £30,024 to £32,597.
- Access to wellbeing support, physio, counselling and GP services.
- Discounted gym membership.
- Excellent training opportunities to support career progression.
- Access to the Local Government Pension Scheme.
- Access to Salary Sacrifice Schemes including Childcare Vouchers and Cycle to Work.
- Employment within a strong and progressive educational trust with firm family values.

Join Us:

- View the Job Description
- Complete the Support Staff Application Form www.horncastleeducationtrust.org
- Email it to recruitment@horncastleeducationtrust.org by Sunday 21st September 2025.

We believe that every student whatever their background has the right to flourish, to achieve and to succeed and everything undertaken by Horncastle Education Trust should have this ambition at its heart.

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. The post is subject to enhanced DBS disclosure, medical, reference and online checks, and all pre-employment checks are in line with 'Keeping Children Safe in Education'.

We are committed to promoting equality, diversity and inclusion within our recruitment process.

Horncastle Education Trust
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