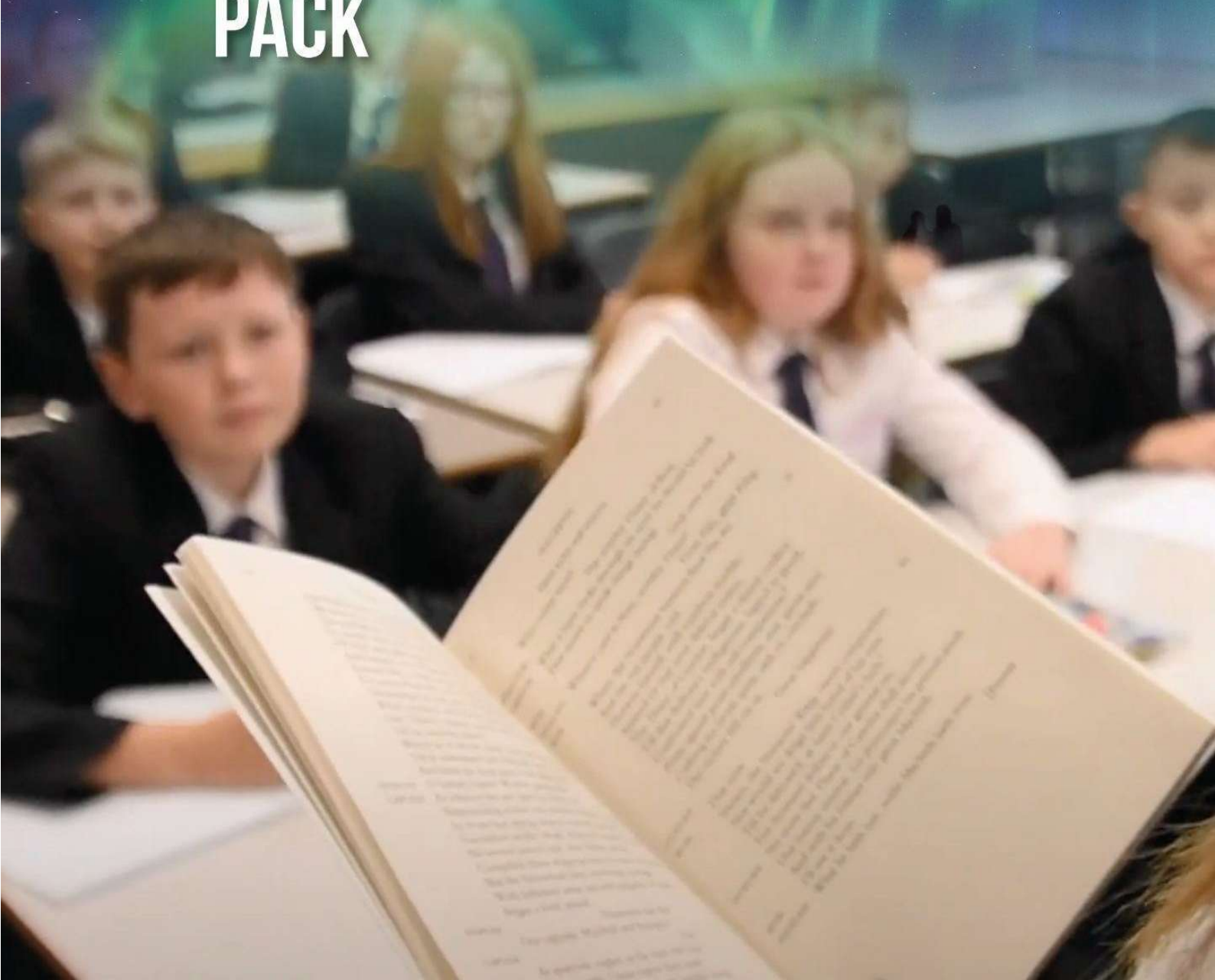




Northern
Lights

LEARNING TRUST

PEOPLE OFFICER CENTRAL TEAM APPLICATION PACK



Northern Lights



We are a Multi-Academy Trust currently comprising 12 schools – primary and secondary – and over 4,600 children and young people in an area stretching from Teesside through to Wearside.



We are a Teaching School Hub, one of 87 DfE centres of excellence for teacher training and development, focused on some of the best schools and multi-academy trusts in the country.



We have two (out of 36 nationally) Early Years Stronger Practice Hubs, set up by the DfE to provide advice, share good practice and offer evidence-based professional development for early years practitioners.



We provide Initial Teacher Training, a school-based learning opportunity where you will train in a highly personal, supportive and creative environment, with purpose and challenge at the heart of it all.

OUR SCHOOLS



Benedict Biscop CE Academy
Sunderland



Dame Dorothy Primary School
Sunderland



Firthmoor Primary School
Darlington



Grange Primary School
Hartlepool



Hart Primary School
Hartlepool



Holley Park Academy
Washington, Sunderland



Ian Ramsey CE Academy
Stockton-on-Tees



St. Aidan's CE Academy
Darlington



St. Helen's Primary School
Hartlepool



St. Peter's Elwick CE Primary School,
Hartlepool



Tilery Primary School
Stockton-on-Tees



Venerable Bede CE Academy
Sunderland

Every Northern Lights school has its own values and its own vision and that's really important to us because all of our schools are there to serve our community but equally, our Trust is there to serve each other.

We do that with humility and with an openness because at Northern Lights it's not all about the academic – that is really important to us – but we know, as a Trust, we are successful if we have ensured that in an holistic way our children and young people have had every opportunity to experience, to flourish, to thrive, to understand the wonder and the joy of the world around them.

– Jo Heaton OBE, Chief Executive, Northern Lights Learning Trust



Welcome from the CEO

Thank you for your interest in the position of People Officer within Northern Lights Learning Trust.

We are a growing Multi-Academy Trust that is currently made up of 3 secondaries and 9 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 4600 pupils and employ over 700 members of staff and serve a diverse range of schools and communities. Each of our schools have their own individual ethos, values and vision, which sit together as part of our Northern Lights vision of 'Shining Together and Stronger Together'. As a CofE MAT, our schools are a mixture of Church and non-Church schools that range in size and levels of disadvantage. We see this diversity as a real strength to learn from and work with each other.

As a Multi-Academy Trust, we are at the heart of the current educational landscape, as a designated DfE Centre of Excellence as a Teaching School Hub and DfE Early Years Hub, responsible for teacher development across all ages and phases of education, working with over 300 schools. We are collaborative in our approach and value professional development highly in all we do.

We are looking for someone whose values align with us as a Trust and has the drive and ambition to work collaboratively to provide the best opportunities and outcomes for our young people.

We look forward to receiving your application.

Yours faithfully

Jo Heaton OBE
Chief Executive Officer

People Officer
Permanent position required as soon as possible
Based at Seaham Central Offices
NJC SCP 18-22 £32,578 - £34,811
37 hours per week, all year round

Northern Lights Learning Trust are seeking to appoint a People Officer to join our friendly, supportive and forward-thinking Academy Trust. The role will be based at the Trust Central Offices in Seaham. We are looking for an experienced professional with excellent people management and interpersonal skills who can interact with staff at all levels.

As part of the people team you will work alongside our new Head of People, to provide an efficient, effective and proactive people service to all schools within the trust and the central team. You will provide support and advice to Headteachers and senior leaders on a range of people related duties including recruitment and selection, contractual changes, and all people policies and procedures. You will also coordinate completion of the payroll function through a third-party provider. You may also support formal meetings as note taker, where required.

The ideal candidate will hold a CIPD level 3 certificate or have relevant experience. You will have a flexible 'hands on' approach to the role and be able to apply yourself to a full range of people matters within the People team. You will be able to organise, multitask, prioritise your own work and work to tight deadlines.

Part of the service includes employee related meetings with Senior Leaders, promoting staff benefits and supporting employees on matters such as pay and conditions queries.

The successful candidate will:

- Be a professional with generalist people/HR experience
- Have previous experience of managing recruitment
- Have a robust working knowledge of people/HR processes
- Be great with systems and data and have a great level of attention to detail
- Able to prioritise tasks and manage time effectively
- Have a passion for supporting the implementation of new systems.

If this is you, we would really welcome your application

In return you will receive:

- A supportive working environment that puts people at the heart of the organisation
- The opportunity to work as part of a growing Trust and shape this role
- Continuous professional development
- A range of Trust initiatives that improve wellbeing. Current initiatives include an annual wellbeing day
- National Terms and Conditions of Employment
- Teachers' Pension Scheme/ Local Government Pension Scheme

Employee welfare package through Education Mutual including:

- 24-hour GP access
- Nurse support service
- Mental health services, including stress management, mental health first aid training and bereavement support
- Free Flu vaccinations
- Counselling Services
- Physiotherapy
- Financial wellbeing coaching
- Maternity and Paternity support
- Menopause support
- Access to useful wellbeing resources

Employee benefits package through Vivup including:

- Cycle to work scheme
- Lifestyle savings including discounts on shops, food and drink and days out

CLOSING DATE:

Applications must be received by: 1pm, Thursday 29th October 2026

Shortlisting will take place on: Monday 2 November 2026

Interviews will take place on: Monday 9 November 2026

HOW TO APPLY:

Applications should be submitted via email on recruitment@nllt.co.uk or if you prefer you can submit through post to Northern Lights Learning Trust, Lighthouse View, Building 2, Spectrum Business Park, Seaham, SR7 7PR

Applications will only be considered on receipt of an application form, CV's and other forms of application will not be accepted. For further information, please contact Hayley Swinhoe, CFO, on 0191 5947033 (option 2).

JOB DESCRIPTION

Post:	People Officer
Responsible to:	Head of People, Executive Director of Trust Services
Responsible for:	The day-to-day operational people function for all schools within our Trust. Duties will include initial people queries, recruitment process, absence management, wellbeing, benefits, policies and procedure, payroll, and safeguarding including the (SCR). This role will also offer support, advice and guidance to Headteachers/Head of Schools.
Salary band:	NJC 18-22
Start date:	As soon as possible

Job Purpose:

Key Responsibilities

To provide an efficient, effective and proactive people service to all schools within the trust and the central team. You will provide day to day support and advice to Headteachers and senior leaders on people policies, legislation, compliance and employee relations. To promote staff well-being and benefits, and to support employees on matters such as pay and conditions and pensions. To deliver effective recruitment, selection and retention solutions, all within best practice and legislative guidelines.

Main Duties include:

- Provide day to day people support to a range of employees on staffing related issues, such as maternity / paternity, family friendly rights, staff pay, grievances and disciplinary issues
- Work closely with schools to assist Headteachers and senior leaders to understand and implement all people policies, procedures and legal requirements
- Support Headteachers with investigations including preparation of relevant documentation, proving note taking where required.
- Co-ordinate recruitment and selection processes including preparing job adverts, managing application processes, supporting within shortlisting and interviewing, undertaking pre-employment checks and issuing contracts of employment whilst upholding safer recruitment principles.
- Monitor and assist Headteachers in the application of the Trust's absence policy
- Support with signposting to Occupational Health provisions, provide advice and

support to senior leaders and employees during welfare and absence review meetings. Collaborate with senior leaders to embed compliance around policies and procedures through the electronic management system, providing support where needed.

- Administer employee benefits, advising on pay, employee services and other remuneration issues including contractual changes
- Ensure effective communication, whilst remaining discrete respecting the confidential nature of the people role.
- Advise on pay and other remuneration issues, including promotion and benefits
- Be responsible for the accurate and up-to-date staff records in accordance with statutory and audit requirements
- Ensure timely completion and submission of all required paperwork, following up as needed to maintain accurate records
- Keep up to date with developments in employment legislation and human resource best practice
- Ensure accurate and timely input into the payroll system, responding to payroll queries
- Processing contractual and payroll records in line employment law/ legislation and Trust procedures
- Support through disciplinary/issues with minute taking and confirming the outcome of hearings
- Provide monthly reports around absence, recruitment, retention, flexible working and employee data
- Ensure the Single Central Record is kept up to date and compliant
- Support the induction process
- Ensure DBS documents are completed, checked and monitored in accordance with safeguarding procedures
- Promote equality and diversity within the Trust
- Support schools across the Trust with statutory training compliance
- Support with developing and implementing policies on issues like working conditions, equal opportunities, disciplinary procedures and absence management
- Any other reasonable duties as required

This job description and the particular responsibilities are not exhaustive and will be under periodic review to ensure it meets the changing needs of the Trust.

Other Duties

- Carry out any other duties commensurate with the role as directed by the Head of People
- Participate in the Performance Management processes.

Additional responsibilities – the postholder must:

- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers;
- Demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment;
- Act in compliance with data protection principles in respecting the privacy of personal information held by the Trust;

- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information;
- Carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct - Staff Behaviour Policy, Child Protection Policy and all other Trust Policies;
- Comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

PERSON SPECIFICATION

PEOPLE OFFICER

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION FORM	1. Completed application form		Application
EDUCATION	1. GCSE grade 4/C or above in Maths and English (or equivalent) 2. CIPD Level 3 qualification /or relevant experience	1 Continuous professional development	Application Certificates
EXPERIENCE	1. Experience of being an effective member of a team 2. Experience of administering recruitment and selection processes 3. Experience of using electronic management information systems 4. Experience of working under pressure and deploying a flexible approach to	1 Experience of working in a school/ education environment. 2 Previous experience of implementing/ advising on people policies. 3 Experience of managing absence and disciplinary cases.	Application Interview References

	changing priorities		
SKILLS AND KNOWLEDGE	1. An understanding of and ability to use a payroll system 2. Working knowledge of Microsoft Office 2. Ability to manage, analyse information and compile reports. 3. Ability to communicate verbally and in writing with stakeholders at all levels 4. Organisational and problem-solving skills. 5. Ability to organise, multitask, and prioritise your own work, working to tight deadlines, to meet job demands. 6. Excellent Literacy and Numeracy skills 7. Openness to change and innovation 8. Awareness of safeguarding requirements in a school.	9. Knowledge of School policies and procedures 10. An understanding of employment law.	Application Interview References
PERSONAL ATTRIBUTES	1. Empathetic approach and integrity at work. 2. Professional, positive and flexible approach 3. Ability to be enthusiastic and motivated while working in a fast		Work related tasks Interview References

	paced - environment 4. Ability to uphold confidentiality at all times 5. Demonstrate equality in the workplace. 6. Ability to establish and maintain good relationships		
OTHER	1. Willingness to undertake further training 2. Recommendation from both referees 3. Fully enhanced DBS clearance with children's barred list check		References Enhanced DBS certificate

References:

References will be requested prior to interview, unless there are exceptional circumstances, and the applicant does not give consent to do so on the application form. Please contact us to discuss further if you do not consent.

DBS:

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Safeguarding:

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. To fulfil this responsibility effectively, all professionals should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

Pre-employment occupational health:

Pre-employment occupational health checks are an essential part of the selection and

recruitment process to assess if any reasonable adjustments are required. In some circumstances, an appointment with Occupational Health may be required to assess fitness for the role.

Equal opportunities:

Northern Lights Learning Trust are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.

Artificial Intelligence and Recruitment at Northern Lights Learning Trust

Northern Lights Learning Trust is committed to embracing innovation while maintaining fairness and integrity in our recruitment processes. We recognise that candidates may choose to use AI tools to support the preparation of their applications. While this is acceptable, we expect all submissions to reflect the applicant's own experiences, values, and suitability for the role and it is essential that AI is used appropriately.

AI must not be used to:

- provide misleading or false information at any stage of the application journey
- inflate or invent qualifications, skills or experience
- complete assessments as part of the recruitment process
- create generic responses and copy them into your application

If you have any questions about the use of AI in your recruitment process with us, please email: recruitment@nllt.co.uk