

Trust HR Adviser

37 hours per week, all year round working.

£33,699 - £36,363 (pay award pending effective 1 April 2026 not included – likely to be at least an additional 3.3%)

To start as soon as possible

Central England
Academy Trust

SERVING THE HEART OF ENGLAND



Welcome from the CEO of Central England Academy Trust



Thank you for your interest in joining Central England Academy Trust. Our growing Trust currently consists of a diverse family of five schools in the Nuneaton area: a large junior school, primary special school, a secondary special school and two mainstream secondary schools. We have a sixth school – a new 2 form entry primary school in Nuneaton - opening in September 2026.

Our Trust's core values summarise what is important to us and what we actively promote:



working together and with others to achieve the very best for the staff, pupils and families that we serve.



recognising the individuality and uniqueness of our staff and pupils, and that we do not all start from the same place. We strive to provide all of our staff and pupils with what they need in order to have equal access to opportunities, to thrive and to succeed.



to be ambitious for all of our staff and pupils and have the highest expectations of them, supporting them to achieve to the very best of their potential.



ensuring that everyone in our MAT feels safe and supported in all that they do.

I hope this application pack provides you with the information needed to consider applying for this position, and I wish you every success with your application.

Best wishes



Andrew Dickinson
Chief Executive Officer

Employee Benefits of working at Central England Academy Trust

We strive to be an employer of choice, and are committed to ensuring our employees feel valued, appreciated and at the heart of what we do.



We have a number of core benefits which include:

Professional Development

- We support all our schools and services to offer professional development that is rooted in the evidence of what improves teaching and learning
- We listen to what your career aspirations are and how we can support you within your role
- We provide Trust-wide CPD in key areas, including SEND, behaviour and teaching and learning
- We support staff in accessing a wide range of qualifications, including Diplomas, Masters and National Professional Qualifications (NPQs)

Appraisal

- Our staff appraisal focuses on supporting our employees to be the very best they can be. There is no performance-related pay in our Trust, and we put staff at the heart of what we do so they can put children at the heart of what they do

Apprenticeship Levy

- As a large employer we pay into the Apprenticeship Levy Fund and are therefore able to offer a wide range of apprenticeships to both new and existing staff.

Pension Schemes

- A contributory pension scheme relevant to your role: Teachers' Pension Scheme for teaching staff, and the Local Government Pension Scheme for non-teaching staff.

Employee Support Schemes

- Subsidised eye care for extended VDU users
- A Gym Membership Scheme
- A Cycle to Work Scheme
- An Employee Assistance Programme, providing practical and emotional support.
- An Employee Benefits Scheme, offering discounts on everyday essentials
- A Health Cash Plan benefit, providing reimbursements for various health-related expenses, including dental treatments, optical care, physiotherapy and more



Purpose of the Role

To provide high-quality operational HR guidance and support to school leaders across the Trust. The HR Adviser will support employee relations, recruitment, absence management, compliance and HR administration, ensuring consistent application of Trust policies and employment legislation.

Key Responsibilities

Employee Relations

- Provide support and guidance to school leaders on disciplinary, grievance, capability and sickness absence matters.
- Prepare HR correspondence and documentation.
- Lead formal meetings e.g. absence management meetings setting relevant targets
- Liaise with relevant external partners e.g. Occupational Health, HR/Legal advisers.
- Ensure cases are managed fairly and consistently.

Recruitment & Safer Recruitment

- Working with schools, oversee recruitment campaigns and interview processes.
- Ensure safer recruitment compliance.
- Oversee and manage pre-employment and safer recruitment checks including DBS, references and right to work.
- Schedules interview, prepare packs and record outcomes and support with the onboarding process.

HR Administration & Compliance

Maintain accurate HR records and systems.

- Issue contracts and variation letters.
- Support Single Central Record compliance, including the Trust SCR, meeting with school leaders and the Chief Executive Officer to ensure compliance.

Absence & Wellbeing

- Monitor absence data and support attendance management, ensuring consistent application and working closely with school leaders to ensure that they are kept informed.
- Coordinate occupational health referrals and support follow-on actions
- Support wellbeing initiatives.

Advice & Support

- Provide first-line HR support advice to school leaders.
- Support consistent implementation of Trust policies.
- Build strong working relationships across schools and the Trust.

Other

- Any other duties commensurate with the role.



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How to apply

Please apply by clicking <https://centralenglandacademytrust.face-ed.co.uk/vacancies>

Alternatively, please visit the Central England Academy Trust website and click on 'Vacancies'. The closing date for applications is 8pm, Thursday 25th June 2026.

If you would like to chat about this post, please contact Ben Elliot, Chief Finance and People officer on 02476 740 901.

Person Specification



Qualifications and training



- CIPD Level 5 or equivalent
- GCSE English and Maths (or equivalent) - Grade 5 or above

Experience



- Experience working within an HR environment
- Experience supporting and/or advising managers on HR matters
- Experience supporting employee relations processes
- Experience within education or academy sector (desirable)

Skills and knowledge



- Knowledge of HR best practice
- Understanding of safer recruitment principles
- Knowledge of Academy/MAT structures (desirable)
- Knowledge of relevant education HR systems (desirable)
- Knowledge of aspects of HR-related employment law (desirable)
- Understanding of confidentiality and GDPR
- Awareness of safeguarding principles
- Strong organisational skills
- Excellent attention to detail

Personal qualities



- Strong communication and interpersonal skills
- Ability to manage multiple priorities
- Strong organisational and administrative skills
- Ability to build positive working relationships
- Strong IT skills including Microsoft Office and HR systems
- Valid driving license and access to vehicle

Central England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be subject to an enhanced DBS check and will also be taken through the School's vetting procedure. Central England Academy Trust is also strongly committed to protecting personal data. Our Privacy Notice, which can be found under the GDPR section on our website, describes why and how we collect and use personal data and provides information about individuals' rights.



Contact Us

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