

Trust HR Assistant

Candidate Pack

Salary: NJC SCP 11—17
£28,142—£31,022

Contract Type: Full time—
37 hours per week

Contract Term: Permanent

Location: Palacefields
Primary School, Runcorn,
WA7 2QW



About the Trust



Our work at The Heath Family Trust is rooted in our mission, our values and in a commitment to giving our pupils the best start in life. We collectively hold ourselves and each other to the highest standards. You will thrive in an environment that values **clarity** in communication and purpose, fosters **collaboration** across all levels, and champions a culture of **accountability**.

Academic rigour is our priority. We achieve this by ensuring our work is thorough and of the highest intellectual integrity.

✓ WHY WE EXIST: A SHARED PURPOSE

To empower our children to overcome barriers, be able to compete with the best, and shape the future.

✓ HOW WE BEHAVE: THE HEATH FAMILY VALUES

With kindness: we look out for each other.

With integrity: we do the right thing.

With tenacity: we do what it takes.

✓ WHAT WE DO

We lead schools in the North West to maximise attainment and nurture confident, resilient and compassionate individuals.

We Offer:



- ✓ An opportunity to work in a values driven organisation and be part of a welcoming and dedicated team
- ✓ Support and training so that you can flourish in your role
- ✓ Recognition of the importance of a work life balance and employee wellbeing
- ✓ Car lease scheme
- ✓ Cycle to work
- ✓ Appropriate pension scheme
- ✓ Employee Assistance Programme (EAP)



Trust HR Assistant

Salary

£28,142—£31,022

Contract Type

Full time—Permanent

Hours

37 hours per week—All year round

Closing Date

4th September 2026

The Heath Family Trust is a dynamic and growing multi-academy trust dedicated to delivering excellent education and making a positive impact in our communities. With a commitment to fostering an inclusive, supportive, and high-performance culture, we strive to create an environment where both students and staff can thrive and flourish. We are now looking for an enthusiastic and detail-oriented HR Assistant to join our HR team and support our schools across the Trust.

As a HR Assistant, you will play a crucial role in supporting the HR function within our Trust, helping to ensure a seamless experience for all staff. You will be involved in a variety of HR tasks, from recruitment and onboarding to managing HR Administration/Records, payroll assistance and supporting employees with a new HR management platform. This is a fantastic opportunity for someone with a passion for HR who wants to develop their skills in a fast-paced and supportive environment.

We are looking for an organized, proactive and value driven individual with a genuine interest in HR and education. The ideal candidate will be a strong communicator, both verbally and written, a quick learner, and able to handle confidential information with the highest integrity.

You will have previously worked in a HR administration role and be qualified or working towards a CIPD qualification. If you are a motivated, detail orientated individual looking to build a career in HR, we would be delighted to hear from you.

Job Description

Core Function of the post:

- To liaise with School Line Managers to ensure HR policies and procedures are applied consistently.
- To provide advice and support to schools with regards to core HR policies, including Sickness Absence, Disciplinary, Grievance, Capability and Appraisal/Performance Management processes.
- Support schools and the Trust in relation to recruitment.
- Keep up to date with regards to legislative changes that may impact the Trust HR provisions.
- Build HR capacity within the Trust, signposting Trust Leaders to places where they can develop their knowledge and skills related to managing their staff.
- Support the implementation of the Trust's HR information system, SAMPeople, including user access and generating reports.
- Make use of the Trust's external HR/Legal advisory support providers where necessary.
- Provide HR administrative support for contract preparation and payroll administration to ensure consistent and up to date contracts are issued/records are kept by the Trust.
- Support the wider HR team on the Trust's approach to organisational change, such as restructuring, redundancy and TUPE.

Duties and Responsibilities

- Administration of staff records and inputting into database(s).
- To support the development of, and maintain the HR database and other HR record systems.
- Manage and prioritise workloads on a daily basis to ensure the smooth running of the HR office.
- Ensure all HR enquiries are processed accordingly.
- Monitor and run the HR mailbox and Recruitment mailbox
- Assist with day-to-day operations of the HR functions.
- Supporting any administration for projects.
- Working alongside the HR Director, HR Manager and HR Officer and providing administrative support on any ER issues.
- Processing new starters and leavers.
- Managing sensitive and confidential information.
- Administrative support for safer recruitment across all schools and also Trust level staff, in accordance with KCSIE safer recruitment and Trust Recruitment and Selection Policy. To include advertising vacancies, internally and externally, preparing recruitment packs, job descriptions, interview questions and timetables

Job Description

- Process and monitor requests for recruitment.
- Ensure new joiner administration is completed within the required timeline including seeking references, medical clearances, Enhanced DBS, and all other pre-employment checks including issuing of contracts.
- In liaison with the HR Officer, carry out pre-employment checks and accurately maintain and update the Single Central Records.
- Supporting internal and external inquiries and requests related to HR.
- Compiling and maintaining paper, digital, and electronic records, including holiday and sickness leave.
- Provide administration support for initial offer letters, contracts, variation to contract letters, annual salary statements as required.
- Ensure staff absence is recorded accurately on payroll.
- Produce monthly analysis reports for staff absence and other metrics as required.
- Assist in payroll process and administer documentation for mileage and additional hours.
- Supporting HR related training programs, workshops, and seminars.
- Entering employee data into computer database.
- Co-ordinating onboarding for induction and new recruits
- Continuously learn the latest HR best practices to improve workplace efficiency.
- Engage fully in the Trust appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the Trust goals and improvement plans.
- To participate in the performance and development review processes, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager.

Special Features The postholder will be required to travel to any schools within The Heath Family

Job Description

Supplementary Support

- Be aware of, and comply with, policies and procedures relating to safeguarding, health and safety, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students and staff have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/vision and values of The Heath Family (NW)
- Attend and participate in meetings outside of normal working hours.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Other duties agreed from time to time by the post holder with their Line Manager.
- Play an appropriate part in safeguarding procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.

Notes:

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification

PERSON SPECIFICATION – TRUST HR ASSISTANT					
CATEGORY/ITEM		E—Essential	D—Desireable	E	D
Qualifications, Knowledge & Experience					
· Minimum of 5 GCSE's A* - C (or 4+) including English and Maths or equivalent				X	
· CIPD qualified or working towards				X	
· Experience of working in a HR administration or support role				X	
· Experience of of working to Policy and Procedures				X	
· Basic understanding of employment law					X
· Experience of working with third party service providers					X
· Organised with good attention to detail and experience of managing electronic and paper filing				X	
· Competent in the use of Microsoft Office applications including Excel and Word				X	
· Understanding of safer recruitment in a school context					X
· Experience of working in a school or other educational setting					X
Skills, Abilities and Personal Qualities					
· Ability to prioritise tasks, manage time effectively and meet deadlines				X	
· Ability to cope effectively in a busy, demanding role				X	
· Proven ability to maintain confidentiality in all aspects of work				X	
· Managing difficult situations and working with those involved to devise solutions				X	
· Ability to cope effectively in a busy, demanding role				X	
· Ability to manage a number of on-going projects effectively and efficiently				X	
· Proven ability to maintain confidentiality in all aspects of work				X	
· Ability to manage stakeholders and third-party service providers				X	
· Excellent communication skills both oral and written				X	
· Able to provide a high level of customer service to stakeholders				X	
· Able to use own initiative within a busy, diverse team				X	
· Have an understanding of and be able to demonstrate a commitment to Equal Opportunities				X	
· Willingness to further develop through appropriate CPD				X	
· Flexible approach to working hours and positive attitude to work				X	
Suitability to work with children					
· Enhanced DBS clearance is required for this position				X	

How to Apply

Applicants must have relevant qualifications and experience related to this role, please ensure that you meet the person specification before applying.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We ask that you do not send CVs. Please email your completed application to recruitment@theheathfamily.org.uk

Application closing date: 4th September 2026

Shortlisting Date: 7th September 2026

Interview Date: W/E 11th September 2026