

Trust HR Officer

37 hours per week, 40 weeks per year (Term time plus training days plus one additional week's work during the school holidays)

£23,191 to £25,269 (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 efficient and professional administrative support to the Trust HR function, ensuring accurate employee records, recruitment administration and compliance processes are maintained to a high standard.

Key Responsibilities

HR Administration

- Maintain accurate and confidential employee records.
- Generate contracts, offer letters and employment documentation.
- Update HR systems and databases.
- Manage HR inboxes and telephone enquiries.
- Minute appropriate HR meetings.

Recruitment & Onboarding

- Coordinate vacancy advertisements and interview arrangements.
- Process pre-employment checks including DBS and references and right to work.
- Coordinate DBS Update Service annual subscription for relevant staff and undertake periodic checks to confirm status.
- Support onboarding and induction processes.
- Ensures school data on the advertising platforms is accurate and up-to-date.
- Uploads adverts onto multiple platforms, requests advert to be shared on social media, manages applications and candidate communication via relevant HR systems.
- Uploads internal vacancies to relevant HR systems.
- Schedules interviews, prepares packs and records outcomes.
- Support with new staff induction processes.

Compliance & Safeguarding

- Support maintenance of the Single Central Record.
- Ensure compliance with safeguarding and GDPR requirements.
- Maintain confidential records.

Payroll & Staffing Support

- Assist with payroll administration and staffing changes.
- Liaise with payroll providers and school staff.

Customer Service & Support

- Respond to routine HR queries.
- Provide professional support to schools and employees.

Other

- Any other duties commensurate with the role.



Central England
Academy Trust
SERVING THE HEART OF ENGLAND

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, Tuesday 23rd June 2026.

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

Person Specification



Qualifications and training



- GCSE English and Maths (or equivalent) - Grade 4 or above
- Relevant Level 3 qualification (desirable)

Experience



- Experience in an administrative role
- Experience maintaining accurate records
- Experience in HR administration (desirable)
- Experience in education or academy sector (desirable)

Skills and knowledge



- Understanding of confidentiality and GDPR
- Awareness of safeguarding principles
- Understanding of HR processes (desirable)

Personal qualities

- Strong organisational skills
- Excellent attention to detail
- Strong communication skills
- Ability to prioritise workload effectively
- Professional and customer-focused approach



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

Central England Academy Trust
Morris Drive, Nuneaton, CV11 4QH
Tel: 02476 740 932
Email: admin@centralengland.co.uk

