

**HR Officer – Permanent – 36.25 Hours per Week, Term Time (Plus 2 Weeks)**

**We are seeking to appoint an excellent HR professional to join our Central Trust team, in the role of HR Officer. If you are someone who has experience of working in HR, have experience working with employee relations cases, have your level 5 CIPD (or above) and experience with Safer Recruitment in Education, you may be the person we are looking for – If this is you, we would love to have a chat with you about the role and your potential application.**

The successful candidate will have a HR generalist background with at least one year of experience in education HR, a good understanding of all aspects of the HR function and a working knowledge of employment law. They will have a **passion for working with people**, enjoy working in a **fast-paced environment** and have **excellent attention to detail**. This attention to detail will support the post holder with the additional elements of this role, which are compliance support and quality assurance of internal documents. In addition, their personality and experience will ensure they have exceptional communication skills, with the ability to approach situations and **problem solve with an appropriate balance of support and challenge**. The role is a HR Generalist position, and the post holder will have the opportunity to gain experience in all aspects of HR. The post will be based at the Trust Head Office, with travel to our schools. A driving licence is essential for this position.

**About us...We are a friendly and professional team, working from our Central Office in Rochdale.** This is an exciting time to join our Trust, as we enter into the next phase of our growth. Hollingworth Learning Trust currently has three academies: Hollingworth Academy, Newhouse Academy and Heap Bridge Primary School. Hollingworth Learning Trust's core purpose is to make a positive difference to the lives of its children. Its role as a sponsor of our schools is to provide the support, challenge, expertise and resources necessary to significantly improve the provision for education.

This position is a key link between our schools and the employment experiences that the staff in our trust family have. This is an **ideal opportunity for someone who is looking to take the next step in their HR career**. We are happy to offer some flexibility in terms of working times / weeks. **If this sounds like a role perfect for your skills, experience and career goals, we would love to hear from you!**

**The Role...**

- Contract Information:** Full time hours are 36.25 hours per week, Monday to Friday (Working during term time, plus 2 weeks)  
Start and finish times to be negotiated and agreed at interview.
- Start date:** April 2026
- Salary:** NJC Grade 6, Scale Point Range Points 19-22 (Starting scale point is dependent on experience). FTE salary is £32,061 - £33,699. The pro rata salary is £27,478 - £28,882.
- Other Benefits:** Various health & wellbeing benefits including; discounted gym memberships; health care cash plan; confidential staff counselling; discretionary leave and family friendly working practices and more!
- The Pension provider is the Local Government Pension Scheme, GMPF. The employer contributions are generous and help to provide you and your family with security for your future.
- Closing Date:** 10.00am on Monday 23<sup>rd</sup> February 2026. To apply for this position please download the application form and supporting documentation and send completed applications to [applications@hltrust.co.uk](mailto:applications@hltrust.co.uk) before the specified closing date.

**Hollingworth Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.**



AMBITIOUS



POSITIVE



RESILIENT



REFLECTIVE



PRINCIPLED