Lumero
EDUCATIONAL TRUST

Candidate brief for the position of:
Trust HR Officer

Application Deadline: 9am on Monday 19th October 2026

Suitable candidates may be interviewed before the closing date and Lumero Educational Trust reserves the right to withdraw the position if an early appointment is made.

Dear Applicant

Thank you for expressing an interest in the post of Trust HR Officer at Lumero Educational Trust. This pack tells you more about our Trust, the role and the person we are looking for.

As a Trust, we comprise of eight primary schools and four secondary schools across the London Boroughs of Bromley and Croydon, as outlined on the next page.

Our overarching aim for all our schools is **learning together, inspiring all**. We are committed to **excellence**, having great aspirations for our children and young people, and encouraging them to seek out and take hold of opportunities. Our drive for excellence is supported by our **collaboration,** and we are committed to sharing expertise to empower and inspire all individuals in our schools to thrive in a global world. This is underpinned by **inclusion**. We celebrate and respect the diversity in our communities, and we have a shared expectation in everyone to achieve in an ever-changing world.

This is an exciting opportunity for a motivated and passionate individual to join our team and make a real impact upon on our staffing structures, helping to shape our Trust's future. We are fortunate to have excellent HR staff, led by our experienced Director of HR, across our schools, and as our Trust develops, we are keen to develop our HR expertise further

This post is available now and would suit someone keen to work in an HR environment in education and is hard working and dedicated. Attitude, professionalism and confidentiality are the key requirements rather than a deep-rooted experience in HR-as full training will be given.

Please complete the application form as fully as possible.

We very much look forward to hearing from you.

Yours sincerely

Terry Millar
Chief Executive

Lumero
EDUCATIONAL TRUST

Our Schools

BIGGIN HILL
PRIMARY SCHOOL

BULLERS WOOD
SCHOOL FOR BOYS

BULLERS WOOD
SCHOOL FOR GIRLS

CHARLES DARWIN
SCHOOL

CHELSFIELD
PRIMARY SCHOOL

CHISLEHURST
SCHOOL FOR GIRLS

DARRICK WOOD
JUNIOR SCHOOL

GREEN STREET GREEN
PRIMARY SCHOOL

THE HIGHWAY
PRIMARY SCHOOL

ORCHARD WAY
PRIMARY SCHOOL

TUBBENDEN
PRIMARY SCHOOL

PRATTS BOTTOM
PRIMARY SCHOOL

Position Summary: Trust HR Officer

REPORTS TO: HR Manager

LOCATION: Based at schools in Chislehurst and Orpington

SALARY: NJC Scale 3 Point 4 - Actual salary £29,983

HOURS: 36 hours per week -52 weeks a year (flexible options may be considered for the right candidate)

START: ASAP

We are seeking to recruit an enthusiastic and motivated HR Officer to work in the Trust's HR team. The role will be based at The Highway in Orpington and in one of our schools in Chislehurst, but the role will support across the Trust schools.

Applicants who have strong organisational skills, the ability to follow systems and procedures and advise others, with sufficient background experience to understand the nature of work required, are encouraged to apply.

We are seeking someone who:

- is passionate about the people agenda within education
- highly professional
- has excellent communication skills – verbal and written
- has excellent interpersonal skills
- is able to work using their initiative and often under pressure
- is adaptable and proactive
- is able to analyse data
- is highly accurate and confidential

How to apply
Applicants should complete the application form below and submit it to HR@Lumero.org by 9am on Monday 19th October. However, we reserve the right to interview and appoint to this position before the advertised closing date. Applications will therefore be considered as they are received, and interested candidates are encouraged to apply at the earliest opportunity. Should an exceptional candidate be identified, the vacancy may be closed early.

Interview Process
Candidates will be shortlisted, and successful candidates will be interviewed on 23rd October 2026, only those shortlisted will be contacted.

Job Purpose

Responsible for the organisation and provision of schools' day to day HR administration predominantly the primary schools but supporting other schools' HR managers, providing an efficient and effective HR Service to all staff. The HR Officer will deliver a first-class, professional and approachable HR service. The role covers a wide range of responsibilities, including payroll liaison, recruitment, HR administration, DBS processing, maintenance of the Single Central Record and requesting contracts of employment

They will also provide direct administration support across the trust team.

Key Responsibilities

- Organise all stages of the recruitment process. This will include the oversight of safeguarding for appointing new staff ensuring that all staff recruitment is compliant with the Government's *Keeping Children Safe in Education* safer recruiting requirements
- Maintain the schools' Single Central Record (SCR) data- computerised record/ information systems to include input of all staff information. To ensure it is accurate for all new staff
- Day to day running of the schools' recruitment process, placing adverts for staff vacancies on various platforms and social media to ensure maximum exposure and value for money
- Preparing and drafting adverts, preparing job descriptions, recruitment information and application packs. Dispatch, receipt and monitoring/processing of these, in line with the Trust Recruitment Policy
- Preparing shortlisting paperwork and schedules for interview processes
- Overseeing all aspects of recruitment interviews and tasks including ensuring relevant staff are informed of and provide information to interview panels, tasks and interview questions
- Undertake all pre-employment checks
- Support schools with staff absence and support Line managers to comply with Absence Management Policy
- Updating and maintaining the schools' MIS systems ensuring that all staff data is kept secure and confidential. This includes all files for recruitment and contractual correspondence.

- Maintaining confidential staff files, filing and updating archive records where appropriate
- To have full oversight of, and complete, onboarding and induction of all new staff
- To be a point of contact for HR and payroll related queries
- Liaise with the Trust Payroll Lead when onboarding new staff and preparing data for payroll
- Assist with HR reporting, workforce data, and statutory returns.
- Monitor probation periods and support appraisal administration.
- Manage the DBS process for all staff, Governors and visitors to ensure that they all hold a valid DBS and all checks have been undertaken.

- Ensure all contractors, supply agencies and any other establishments with staff working at the school have appropriate clearance to work with young people in an education setting with relevant paperwork in place
- Maintaining employee records including legal requirements and ensuring staff files are up to date.
- Play an active role in the Trust's HR team
- Administration support for other HR Managers when required
- Issue annual salary statements for Teachers and Support Staff

General

- Undertake training as required to develop in the role.
- Uphold Safeguarding Policies and Procedures and contribute to the safety of children and young people and protect them from harm.
- Comply with all Health and Safety Policy, ensuring that all duties and responsibilities are undertaken in line with such.
- Read and follow any further policies relevant to the role and the post holder's employment.
- Maintain a high degree of confidentiality regarding financial issues and data as well as issues concerning staff and pupils. Respond with tact, sensitivity and awareness to pupils, parents, staff and other third parties in relation to duties undertaken.
- Comply with all Data Protection policies and legislation, ensuring that all duties and responsibilities are undertaken in line with such.
- Uphold the ethos of the Schools and Trust and demonstrate a strong commitment to equality and diversity.
- Undertake any other duties as may reasonably be required and as may be considered commensurate with the grade and/or post.

Note, whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not prescriptive, and each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level and/or scope that is not specified in this job description. Job descriptions are subject to change, in consultation with the post holder, to meet the changing needs of the broader Trust.

All post holders are accountable through the LET Performance Management Policy.

Lumero Educational Trust (LET) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification – Trust HR officer

EXPERIENCE	ESSENTIAL	DESIRABLE
Experience within schools, an office or HR environment	X	
Experience working with and adhering to policies	x	
QUALIFICATIONS		
A good standard of general education or relevant vocational qualifications	**x**	
A relevant payroll or pensions qualification (e.g. CIPP or equivalent)		x
KNOWLEDGE & SKILLS		
Excellent Communication Skills , written, verbal and interpersonal	x	
Ability to build rapport and maintain professional relationships with staff, leadership team and colleagues	x	
Strong organisational skills, able to manage multiple priorities and deadlines	x	
High accuracy levels and attention to detail	x	
Ability to interpret and apply policies and procedures consistently	x	
Problem solving skills and initiative to resolve day to day HR queries	**x**	
Confident in handling confidential and sensitive information with discretion	**x**	
PERSONAL ATTRIBUTES		
Ability to work independently and take initiative, as well as working as part of a team	x	
High levels of discretion and confidentiality	x	
Ability to work under pressure and meet deadlines	x	
A proactive and solutions-focused attitude	x	
Ability to identify, recommend and implement improvements to processes and procedures	**x**	
High level of empathy and emotional intelligence	x	
Well-presented and professional in outlook	**x**	
TECHNICAL COMPETENCIES		
Good IT skills especially Microsoft Excel and Word packages and using portals	x	
Experience of producing and interpreting spreadsheets	x	

Application Procedure

I. Read carefully all the information about this post.

II. If you have any questions, or would like to discuss the role further, please contact Wendy Andrews our Director of HR in the first instance: wandrews@lumero.org

III. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.

IV. Send your completed application form to HR@lumero.org

Application Deadline: Monday, 19th October 2026 at 9am
Interviews: Friday 23rd October 2026

Appointment Process

i. Suitable applications will be shortlisted for interview as quickly as possible.

ii. If you are successful, you will receive either a phone call and/or email inviting you to attend an interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

iii. Candidates called to interview will
- usually have an opportunity to meet with members of the department
- normally be expected to conduct a short task.
- Attend a panel interview.

Pre-employment Checks

Lumero Educational Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure

from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered "spent".

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity. It is policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

Policy on Equal Opportunities

The Trust is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The Trust is opposed to any form of discrimination against any individual or group and welcomes the fact that our Trust includes a diversity of individuals from many races and cultures. Behaviour, which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

Lumero Educational Trust

Registered Office:
St Nicolas Lane
Logs Hill
Chislehurst
Kent
BR7 5LJ

Tel: 020 8467 2280
Website: www.lumero.org