Trust HR Officer / PA

Closing Date: Thursday 9 October 2025 at 12 noon
Interviews to be held w/c Monday 13 October 2025

Responsible to:	**Trust HR Manager**
Responsible for:	**To provide a high-quality, wide-ranging HR & PA Service**
Salary:	**Band H (FTE £35,413 – £38,221), actual salary £21,751 – £23,476**
Working hours:	**25 hpw (within Monday-Friday and 8am-4pm parameters, exact working pattern to be confirmed with successful candidate), 202 days per annum (FTE)**

Inspire Learning Trust is a Multi Academy Trust based in Rotherham; which includes Oakwood High School, Sitwell Junior School, Thomas Rotherham College and Winterhill School.

We are looking to recruit an experienced and highly skilled HR Officer / PA. This is an interesting and dynamic role that will cover both Trust Services and Sitwell Junior School, this role requires a candidate who has the capacity to develop the knowledge and understanding of the operational, legal and regulatory environment in which the Trust, Schools and College operates and use this to provide key services and support. The HR Officer / PA will work with a wider Trust team under an established framework and will contribute to the development and delivery of the HR Service and will always work within and contribute to the legal, regulatory, policy and procedures of the Trust. Recent and relevant experience in a HR role is essential for this post.

We offer a positive working environment, we care about our learners, and we care about our staff, all of whom know and appreciate that. The successful candidate will have the opportunity to be part of this, contributing to this culture and developing it further.

Applicants are required to apply via our online application form which is available on our website: https://www.inspirelearningtrust.uk/vacancies/all-vacancies/

PLEASE NOTE we operate Safer Recruitment and we do not accept CVs or CV attachments, all applicants must complete an application form in full.

Inspire Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, other workers, and volunteers to share this commitment. The Trust is an equal opportunities employer, and we undertake to make any reasonable adjustments to a job or workplace to counteract any disadvantages a disabled person may face.

Our safer recruitment processes include online media searches which will form our due diligence checks pre interview. Employees will be subject to a comprehensive vetting process including references from current and previous employers, right to work in the UK, an enhanced DBS check and a further check against the appropriate barred list.

All candidates are expected to read the Trust's Safeguarding Policy accessible via our website: https://www.inspiretrust.uk/page-template/statutory-documents/

Inspire Learning Trust

Oakwood HIGH SCHOOL · Sitwell JUNIOR SCHOOL · TRC · Winterhill School 'Everyone succeeds'

We are a LivingWage Employer

Why work for us?

Gym and Exercise Classes
Gym membership and exercise classes at only £20 per academic year.

Free Parking
Free car parking at all sites.

Accredited Living Wage
We are committed to ensuring staff rates of pay exceed the national minimum wage.

Sports Facility Hire
Reduced rates on our sports facilities and pitch hire.

Evening Language Classes
Access to modern foreign languages classes at a 25% discounted rate.

Specsavers Eye Care Voucher Scheme
Obtain a free eye test and discounts on glasses.

Blue Light Card Eligibility
Purchase a card giving access to a wide range of discounts online & on the high street.

Pension Contributions
Access Teachers and Local Government pension schemes, with employer contributions between 19.9% and 28.68%.

Cycle to Work Scheme
Salary sacrifice scheme on a brandnew bike with Cyclescheme.co.uk

Support Staff Holiday Entitlement
Generous annual entitlement for all our professional support staff.

Urban Yoga
Access free yoga classes at Oakwood High School.

Employee Referral Scheme
You could earn £500 for recommending an appointed friend or family member.

Student Admissions to Secondary School
Priority placing for children of staff, subject to length of service.

Westfield Health Scheme
A salary sacrifice scheme that gives quality health cover.

Onboarding for New Starters
Bespoke onboarding process for all new starters, including an additional day's pay.

Flu Jabs
Flu jab vouchers available on an annual basis.

Employee Assistance Programme
24/7 confidential help covering counselling and practical and emotional help.

We envision Inspire Learning Trust thriving by boosting our resourcefulness, promoting a culture of sharing within the Trust, showing respect to the planet and the communities we serve, and nurturing resilience in our stakeholders for sustained economic, environmental, and social wellbeing.

Job Description and Person Specification

Main Purpose of Job

To provide a high-quality, wide-ranging HR & PA Service to both the staff body, Trust Senior Leaders and the Headteacher at Sitwell Junior School.

Working under the direction of the Trust HR Manager, the post holder will be a key member of the Trust HR Network and will be the main face-to-face contact for all operational HR matters for the establishments they represent. The post holder will work positively and proactively in respect of the HR System, Policies and Procedures. The post holder will work in collaboration with a range of Service Managers across the Trust in the discharge of their duties and will, at all times, work within and contribute to the legal, regulatory and policy frameworks of the Trust.

Excellent standards of behaviour, respect and learning depend upon the 'tone' set by all members of the Trust community. We build upon our strengths – together!

For the purposes of this Job Description and Person Specification, Trust is Inspire Learning Trust and all Academies working within the Trust. All duties outlined below are the responsibility of the post holder who will be accountable for delivery. Where there is specific connectivity with another post, or the lead responsibility for an activity lies with another member of staff, this is stated and will be expanded on in the Service Framework and Development plan where appropriate.

Role Specific Duties and Responsibilities of the Post

(including Leadership, Accountabilities and Operational Activities).
A = Accountability (which means being responsible for something to somebody)
L = Leadership (guide, direct and influence the outcomes of)
O = Operational (day-to-day management and control of these activities)

1. HR Responsibilities	A	L	O
• **Managing the recruitment, induction and new starter process in line with the Trust Policy and Procedures as follows:**			
1.1 Generation of Job Descriptions and Person Specifications (using the school/college/Trust template) that clearly identify the needs of the school/college/Trust and set expectations and accountabilities of the postholder (in consultation with other school/college/Trust staff and using the guidance provided/advice from the Trust HR Manager).	✓	✓	✓
1.2 Advertising and placing job adverts via both internal and external communication channels and platforms.	✓		✓
1.3 Interview and panel arrangements.	✓	✓	✓
1.4 Completion of all regulatory and statutory checks and referencing within the timescale provided in the procedures (DBS, I28, disqualification, overseas resident and police checks, professional letter of good standing, references, RTWUK, identity, qualifications, online searches).	✓		✓
1.5 Ensure that the 'New Starter' meeting is conducted, and all relevant declarations, documentation, information and other returns are completed. This should be done at point of offer or as soon as practical afterwards.	✓	✓	✓
1.6 Ensure relevant onboarding access and documentation is issued and completed prior to new employee start dates, with any risk assessments completed and authorised where necessary.	✓		✓
1.7 Set up relevant induction and service delivery plan for any 'New Starter' in line with Trust Policy and Procedures. Including assigning the Induction form via the HR system upon the new employees start date.	✓		✓
1.8 Notifying key staff and managers of 'Induction' ensuring an effective handover of line management responsibilities.	✓	✓	✓
1.9 Set new employees up on the HR system, inputting information and securing documents that evidence completed checks and creates the personnel file without delay.	✓		✓
1.10 Generating and issuing the contract of employment using the agreed Trust templates and attachments, monitoring and uploading all returns of these to the HR System to secure a full HR Record.	✓		✓
1.11 Monitoring of the recruitment process and equal opportunities data via the Trust reporting format.	✓		✓

1.12 Assign probationary review forms via the HR system. Monitor, record and report on probationary periods and action process or outcomes in line with the Trust Policy, sending reminders to staff to complete where necessary and escalating concerns to the Head/Principal or CEO from the information and reports via the HR System.	✓		✓
1.13 Conduct HR induction with all new starters once they have started within their new roles (to be planned in and confirmed within their induction pack).	✓	✓	✓
1.14 Where appropriate deploy cover staff to meet cover need of the establishment in line with the PCA Supply Agency Agreement.			✓
• **Administering the HR system process in line with the Trust Policy and Procedures as follows:**			
1.15 Work with the HR team to develop and implement updates of the HR System and promote this to staff.			✓
1.16 Upload relevant Talent Development (appraisal) forms to both appraisees and appraisers, reviewing the correct appraisers with the Teaching & Learning lead, Trust HR Manager and COO.	✓		✓
1.17 Review Talent Development (appraisal) completion in conjunction with the HR Systems team and actively support the use, benefit and completion of Talent Development as directed by the Trust HR Manager/COO and using reports sent from HR Systems team.	✓		✓
1.18 Update, maintain and complete all actions associated with the 'Establishment Report' in line with the Trust Policy and Procedures. All actions will be administered via the HR System in line with the payroll schedule – there is strong and key connectivity between the HR Officer/PA and the Payroll & Systems Manager to ensure that staff pay is accurate and on time.	✓	✓	✓
1.19 Secure the Single Central Record for the relevant school/college or Trust services in line with the Policy and Procedures of the Trust, this must include all staff, volunteers, governors, supply/agency and other third party or external workers.	✓		✓
1.20 Process leavers and assign exit interview forms via the HR system, arrange meeting to discuss responses where required/appropriate.	✓		✓
• **Responsible for monitoring attendance at work in line with the Trust Policy and Procedures as follows:**			
1.21 Reporting to and working with school/college and/or Trust leaders to ensure attendance is continuously reviewed in line with the Sickness Absence, Leave of Absence and Continuing Professional Development Policies and Procedures of the Trust.	✓	✓	✓
1.22 Prepare absences statistics for the school/college/Trust, identify and action areas of concern in consultation with the Headteacher/Principal/CEO and/or Trust HR Manager.	✓		✓
1.23 Arranging Occupational Health referrals as directed in discussion with the Trust HR Manager and/or other reviews to support attendance at work.	✓		✓
1.24 Support Senior Leaders in absence review meetings; arranging the meetings, sending invite letters, providing documentation, note taking and preparing outcome documents.	✓	✓	✓

1.25 Signpost staff to the Employee Assistance Programme and Ele (digital wellbeing platform) where appropriate and complete relevant risk assessments depending on the reason for absence.	✓		✓
• **Other HR Responsibilities:**			
1.26 Support the HR Services Framework, ensuring deadlines are met.	✓		✓
1.27 Support an area of the People Strategy under the direction of the COO/Trust HR Manager.		✓	
1.28 Ensure that appropriate Trust format is used at all times on receipt of Policies/Procedures or Reports.	✓		✓
1.29 Update the college/school/Trust structure documents with leavers, starters, and changes to contracts.	✓		✓
1.30 Managing and administering all aspects of external worker checks in line with legal and Trust policies, liaising with respective line managers to ensure all checks are in place prior to start date.	✓		✓
1.31 Support staff to managing all aspects of IR35 checks in line with legal and HMRC requirements; including administering checks where necessary and recording data on the relevant IR35 register.		✓	✓
1.32 Manage, update and publish all Business and Pecuniary Interest Declaration for the school/college/Trust in line with regulatory requirements and Trust procedures, including issue and return and inputs to the Trust Business and Pecuniary interests register.	✓		✓
1.33 Inform the Data Protection Lead when any GDPR breaches occur with staff within your establishment.	✓		✓
1.34 Ensure that the Records Management Schedule for your designated area is up to date and retention periods are adhered to and archived/deleted in accordance with the schedule.	✓		✓
1.35 Actively promote the use of the staff portal.	✓	✓	✓
1.36 Actively promote all wellbeing initiatives, accessible via the staff portal. Working with all staff where necessary to support the staff wellbeing work of the Trust, including communicating key information and activities.	✓	✓	✓
1.37 Encourage engagement of all staff in providing their views and feedback on staff related developments, policies, and procedures. This includes relevant staff surveys.	✓	✓	✓
1.38 Conduct risk assessments for pregnant employees, returners from injury or long-term illness and other assessments as required.	✓		✓
1.39 Support Senior Leaders in capability, disciplinary or grievance hearings, providing documentation, note taking and preparing outcome documents against the framework provided.	✓	✓	✓

1.40 Support the Headteacher/Principal/CEO/Trust HR Manager in the development of job roles, job descriptions and person specifications in line with the recruitment policies and procedures of the Trust.	✓	✓	✓
1.41 Working with the Trust HR Manager and Headteacher/Principal/CEO/COO to support organisational change processes as necessary.		✓	✓
1.42 Specifically discharge all Safeguarding, GDPR, Records Management and Health and Safety aspects of the work area.	✓		✓

2. PA Responsibilities	**A**	**L**	**O**
• **Provide administrative and PA support to the Leadership Team(s) as follows:**			
2.1 Providing appropriate secretarial and administrative support to the Senior Leadership Team, including word processing, database and spreadsheet work as necessary and in line with Trust and school/college procedures and standards, ensuring accuracy, appropriate presentation and meeting timescales for reports and policy and procedure updates.	✓		✓
2.2 Arranging and organising meetings, including diary management where necessary.	✓		✓
2.3 Organisation and support for key events and meetings working with a range of staff and external organisations as required.	✓		✓
2.4 Providing clerking support/note taking at a range of key meetings, ensuring modernisation of the process through the use of AI software to achieve efficiencies, with a focus on recording and communicating key actions, resolutions, and recommendations.	✓	✓	✓
2.5 Understanding a wide range of support services to the school/college/Trust (including understanding the educational framework) so that they can support fully the work of the Headteacher/Principal and/or Senior Teams.		✓	✓
2.6 Administer and support the Complaints Policy and Procedures in support of the Leadership Team (including signposting to relevant areas for initial response or supporting the senior team in respect of escalated complaints). There will be connectivity with the Academic Services Support Teams in the school/college who may deal with initial complaints.	✓		✓

3. Generic Duties and Responsibilities
3.1 Comply with all Trust policies and procedures and work in accordance with the Code of Conduct for Staff.
3.2 All employees will be asked to work at their level on pupil/student interventions to meet the needs and targets of the Trust. For support staff this will include Basic First Aid (training will be provided).
3.3 Be aware of and support differences and ensure all pupils, students and staff have equal access to opportunities to learn and develop.
3.4 Participate and contribute to Talent Development and Service Frameworks and other plans.

3.5 All employees will undertake regular and routine continuing professional development (including attendance and contribution to internal/external Training, Networking, Updating and other such events) to ensure that they develop and recognise their own strengths and areas of expertise and use these to achieve and support others and the aims of the Trust.

3.6 Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.

3.7 Contribute positively to the overall ethos/aims of the Trust including participation in appropriate networks and projects.

3.8 Establish constructive relationships and communicate with others (inside and external to the Trust).

3.9 Organise and support school/college and Trust events as requested.

3.10 Any other reasonable and appropriate duties as directed by Trust or school/college Senior Staff.

3.11 All staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all. As a senior support staff holder, you will support, mentor and act as a role model for all staff.

Person Specification

The Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, other workers and volunteers to share this commitment.

Key to abbreviations: MoA Method of Assessment, AF Application Form, R References, I Interview, CQ Certificate of Qualification, OT Occupational Testing, DBS Disclosure and Barring Service Check.

1. Qualifications / Training / Experience	Essential	MoA
1.1 GCSE A*-C (or new equivalent) in Mathematics, English.	✓	AF / CQ
1.2 Educated to degree level.		AF / CQ
1.3 Relevant and recent experience in a HR role.	✓	AF
1.4 Hold an Administrative Management Qualification at level 5 or above or an equivalent HR Qualification (or an equivalent related qualification at this level).		AF / CQ
1.5 Be able to evidence organisational and administrative skills and experience at an appropriate level to the post.	✓	AF / I / R

2. Skills and Aptitudes	Essential	MoA
2.1 Must be able to multitask and develop knowledge and understanding in a wide range of support services to the Trust (including understanding the educational framework)	✓	AF / I / R
2.2 Ability to relate well to and respect a range of stakeholders including staff/pupils/students/governors and act as a role model at all times.	✓	AF / I / R

2.3 The ability to work within recognised procedures and respond to unexpected problems and situations positively and proactively.	✓	**AF / I / R**
2.4 Be able to evidence the following skills and experience to a high standard: numeracy, communication, organisational, administrative, IT and data.	✓	**AF / CQ / I / R**
2.5 Ability to deal with confidential and sensitive information with tact and discretion applying data protection and data sensitivity principles at all times.	✓	**AF / CQ / I / R**
2.6 Knowledge of relevant policies/codes of practice/legislation relating to Human Resource Services.	✓	**AF / I**

3. Mandatory Requirements	Essential	MoA
3.1 A satisfactory DBS check at an enhanced level is a condition of employment with Inspire Learning Trust.	✓	**AF/I/R**
3.2 Education posts are exempt from the Rehabilitation of Offenders Act, 1974; all current convictions, cautions and bindovers must be declared on the application form or provided in a sealed envelope addressed to the Headteacher. The 2013 amendments to the Act allow that minor spent convictions, cautions and bindovers do not need to be declared.	✓	**AF/R**
3.3 References that confirm suitability to work in an educational setting, reference must be provided from current/most recent employer. References will not be accepted from members of candidate's families or acting purely as a friend.	✓	**AF/R**

4. Physical Requirements	Essential	MoA
4.1 Health and physical capacity for the role.	✓	**AF/I/R**
4.2 A good attendance record in current employment (not including absences resulting from disability).		**R**

5. Effective Behaviours

The Trust looks for evidence from all candidates of effective behaviours which we value and have found to be consistent with high performance. Part of our selection process will be to assess whether candidates can demonstrate that they have exhibited these behaviours in their current or previous employment, education, voluntary or other activity. Candidates are advised to read the following carefully and provide examples of these in the 'Information in Support of the Application' section of the application form. Candidates should be prepared to discuss these in the interview process.

Seeing the Bigger Picture: Understand what your responsibilities are and how these contribute to the priorities of your team. Consider the varied impact your work could have on individuals with different needs and from other backgrounds. Gather information from both inside and outside of the Trust to inform your area of work.

Changing and Improving: Review ways of working and suggest improvements, including how to make full use of new digital technologies. Learn new procedures and help colleagues to do the same. Query any issues that arise from changes in a suitable way. Respond in an effective and appropriate manner when emergencies arise.

Making Effective Decisions: Use guidance, analyse relevant information and ask colleagues for input to support decision making. Identify and deal with any errors or gaps in information before making a decision. Consider the diverse needs of those affected by decisions and how it will impact them. Provide advice and feedback to support others in making accurate decisions. Ask others to clarify decisions when confused and query any issues that arise constructively.

Leadership: Show enthusiasm for your work and take personal accountability for your role. Demonstrate responsibility for your own objectives. Act in a fair, inclusive and respectful way when dealing with others. Be considerate and understanding of other people's points of view. Understand and support the objectives of the wider team. Demonstrate consideration of the wider consequences of own actions.

Communicating and Influencing: Put forward your views in a clear, constructive and considerate manner. Use an appropriate method of communication for each person such as an email, telephone call or face-to-face, taking into consideration their individual needs. Use plain and simple language, being careful to check written work for errors. Consider the impact of language used on different groups of stakeholders. Remain honest and truthful when explaining opinions. Listen and ask questions to ensure your understanding.

Working Together: Proactively contribute to the work of the whole team and remain open to taking on new and different roles. Get to know your colleagues and build supportive relationships. Listen to alternative perspectives and needs, responding sensitively and checking understanding where necessary. Ask for help when needed and support others when the opportunity arises. Be aware of the need to consider your own wellbeing and that of your colleagues. Understand that bullying, harassment and discrimination are unacceptable.

Developing Staff and Others: Identify gaps in your skills and knowledge and make plans of how to develop these. Take time to achieve development objectives. Listen to and act on feedback from colleagues to find areas you can develop. Share knowledge and skills learnt with colleagues to contribute to the learning and development of the whole team.

Managing a Quality Service: Gain a clear understanding of pupil/student needs. Plan, organise and manage your own time to deliver a high-quality education to pupils/students. Act to prevent problems by identifying issues, reporting them and providing solutions. Keep colleagues up to date with progress.

Delivering at Pace: Always work with focus and pace to get the job done on time and to a high standard. Follow the relevant Trust policies and procedures. Use own knowledge and expertise to organise work. Keep focused on delivery and take responsibility for the quality of work produced. Keep a consistent level of personal performance. Keep managers and stakeholders updated on how work is progressing.

This specification has been prepared in accordance with the requirements of the Trust's Equal Opportunities in Employment Policy. We undertake to consider any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

Inspire Learning Trust is committed to providing a safe, secure and supportive environment for all members of staff to support their wellbeing, built from effective relationships. As part of our Staff Wellbeing Strategy, we have contracted with CiC Wellbeing, and they provide us with an Employee Assistance Programme to support all staff on a range of issues. We will continue to work with our staff body to improve and ensure that we remain a really good place to work. Our commitment to our pay and conditions is demonstrated by the Trust being recognised as an Accredited Living Wage employer.

Inspire Learning Trust

Oakwood | **Sitwell** JUNIOR SCHOOL | **TRC** | **W Winterhill** School 'Everyone succeeds'

We are a **Living Wage** Employer

**Inspire Learning Trust is committed to… Educational Social Responsibility
We are committed to a value led educational provision.**

Inspire Learning Trust is an organisation driven by a desire to provide a truly outstanding and inspirational educational experience for all its pupils and students. Underpinning this aspiration, is an equal commitment to being a wonderful place to work and a valued and impactful community asset.

Since its journey began a decade ago, Inspire Learning Trust has worked tirelessly to develop a strong ethos. Together, within this multi academy trust, we will work to inspire learners to achieve, for today, for tomorrow and into the future.

Through a process of engagement and collaboration, Inspire Learning Trust has further developed this ethos, by encouraging each establishment to define their specific purpose in the development of the young people they support:

- **Inspiring lives, creating possibilities, shaping futures - Sitwell Junior School**

- **Inspired to achieve - Oakwood High School**

- **A tradition of achievement - a future of opportunity - Thomas Rotherham College**

- **Everyone succeeds - Winterhill School**

Underpinning this ethos, Inspire Learning Trust has embedded a set of common values that are believed in and shared, by the trusts, staff, pupils, and trustees, these are;

Respect, Responsibility, Resourcefulness, Resilience, Reflection, Risk taking and Relationships

Oakwood HIGH SCHOOL | **Sitwell** JUNIOR SCHOOL | **TRC** THOMAS ROTHERHAM COLLEGE | **W Winterhill** School 'Everyone succeeds'