

Trust Human Resources Advisor

Salary: **Trust Grade 9 – SCP 24 – 29 (£33,024 to £37,336)**

Hours: **36 hours per week, 52 weeks per year** (flexible working requests will be considered).

Accountable to: **Trust Human Resources Lead**

Location: This post is based at **St Michael's CofE High School, St Michael's Rd, Crosby, Liverpool, L23 7UL**. However, the post holder will be required to travel to schools across the Liverpool Diocese covering Liverpool, Sefton, Knowsley, St. Helens, Warrington, Wigan, and West Lancashire. Remote working will also be available when appropriate.

Contract Type: **Permanent**

The Liverpool Diocesan Schools Trust are excited to be growing our family with this HR Advisor role. The successful candidate will be instrumental in fulfilling our purpose – Working together with our school communities, provide an excellent education underpinned by Christian values. We are unique in our values of difference, local focus, collaboration and inclusion and we are looking for a committed individual with strong HR acumen to embody these values.

Working alongside the Trust HR Lead to provide HR support to Trust schools, being a point of contact for people managers' queries on HR matters, ensuring you will be familiar with Trust policies and relevant legislation. You will regularly support with employee relations case work across schools within the Trust. You will contribute to upholding the Trust's vision, values and ethos and treat everyone within the Trust with respect, offering high levels of HR support and customer service. You will also deputise for the Trust HR Lead when required.

In return we can offer you:

- Excellent Terms and Conditions – This includes automatic pay progression within pay scales for teachers who meet teacher standards and their appraisal objectives and a minimum of 27 days of annual leave for support staff.
- CPD – All support staff can apply for fully-funded apprenticeships up to degree level. Teachers can undertake NPQs with us as a proud Church of England delivery partner.
- Development Opportunities and Leadership Pathways – We have a wealth of development opportunities that are open to colleagues across our Trust and are exceptionally proud of our very high levels of internal promotion.
- Annual Trust Wide Conference – For all colleagues to celebrate and learn together.
- Collaboration – Regular networking opportunities across our 14 networks for different staff groups.
- Trust Wellbeing Group – Exploring and implementing new and innovative initiatives to support our colleagues to be happy and healthy in work.

The closing date for applications is **Friday 21st June at 10am**.

All completed applications should be returned by e-mail to: recruitment@ldst.org.uk.

Interviews will take place on **Friday 28th June**.

A candidate information pack can be downloaded from the LDST website, <https://www.ldst.org.uk/current-opportunities/>

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and young people and, expects all staff and volunteers to share this commitment. Appointment to this post is subject to 2 satisfactory references and verification of qualifications. This post is exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) and will be subject to an enhanced DBS certificate with a children's barred list check. You will also be required to complete a criminal self-disclosure form if you are short-listed for the post.