



Candidate Brochure
HR Assistant



THE DEAN TRUST
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HR Assistant

Job Summary

SALARY:

NJC Grade G Scale Point 19-22

£32,061-£33,699 per annum (FTE)

START DATE:

As soon as possible

WORKING PATTERN:

8am-4pm, Monday-Friday

All Year Round (52 weeks)

CONTRACT:

Fixed term contract

LOCATION:

Lord Derby Academy, Park View

Academy, Blacklow Brow Primary

ACCOUNTABLE TO:

Headteacher (Lord Derby Academy)

The Dean Trust is an equal opportunities employer committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from a diverse range of candidates including those from underrepresented groups and/or with protected characteristics.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.

The Dean Trust is looking to appoint a suitably qualified, self-motivated and enthusiastic individual to work as a HR Assistant for one secondary and two primary schools located in the Knowsley borough; Lord Derby Academy, Park View Academy and Blacklow Brow Primary School.

The postholder will be the sole HR specialist responsible for leading the operational HR function at the schools, therefore the ability to work independently and use own initiative to provide first line advice and solve queries is essential.

The role will cover a diverse range of proactive and reactive HR related responsibilities including; maintenance of staff personnel data, recruitment & onboarding, payroll, attendance management, employee relations support, compliance & policy support.

The successful candidate must be adaptable and proactive, with a good sense of humour and resilience. You must have excellent attention to detail and the ability to handle confidential matters sensitively. The ability to develop positive relationships across the school is key to success in this role.

You will be a key member of our school communities, including the wider HR Team who are distributed across the Trust. Your normal place of work will be Lord Derby Academy, however regular travel (once per week) between the three schools will be required as part of the role.



Main Purpose of the Role

To support the Headteacher and the Central HR Team in the provision of a high quality, efficient HR service for the school, ensuring that confidentiality and data protection requirements are met at all times.

This is a customer focused role to provide effective support across the HR function with particular focus on recruitment, employee data, payroll input and HR administration.

Key Responsibilities

- Responsible for the day-to-day operations of the HR department
- Provide day to day support and advice to Senior Leaders and employees on HR policies, procedures and any other HR related queries.
- To effectively manage the recruitment process via the Trust automated tracking system. Including placing and monitoring adverts, communicating with candidates, coordinating interviews, compiling and distributing interview packs
- Ensure safer recruitment practice
- To facilitate all interview sessions, greet candidates and photocopy ID and other documents and oversee any practical tests or assessments
- To carry out the on-boarding process via the automated tracking system. Including all pre-employment clearances, obtaining references and producing conditional offer letters and contracts
- To ensure all new employees receive the appropriate induction and any relevant documentation on commencement of employment
- To support the management of probationary reviews within required timescales ensuring all relevant paperwork is completed and retained on HR files
- To advise on the essential safeguarding checks that are required for all visitors/volunteers/trainee's
- To manage the information required for employee changes to terms and conditions of employment including contract amendments and variations, new starters and leavers, maternity/paternity/adoption and shared parental leave requests and flexible working requests, and provide the required information to the payroll manager in line with the monthly deadlines
- To provide administrative support to the school with various casework, e.g. disciplinary, capability, grievance, attendance matters, escalating any complex matters to the Central HR Team
- Responsible for maintaining accurate records of staff absence and producing reports via the Trust management information system
- Track and monitor staff absence triggers in line with the attendance management policy and arrange health reviews, when required.

- To manage the leaver process including resignations, payroll processing and undertaking exit interviews
- To ensure the accurate input of employee payroll information and absence data on a monthly basis, ensuring that deadlines are met.
- To work closely with the Trust payroll manager and school finance team to ensure all monthly payroll changes are processed.
- Support the Central HR Team on the full range of HR matters from casework, communication of new HR initiatives, recording of employee data, employee wellbeing etc.
- To maintain and manage HR records via the management information system and employee personnel files, with satisfactory security and confidentiality to ensure compliance with GDPR
- To be responsible for maintaining the Single Central Record for the school, ensuring that it is kept up to date in line with legislative requirements at all times
- To support Senior Leaders with absence management and processing Occupational Health referrals as required
- To accurately input and maintain the employee section of the school management information system and create/download reports as and when required
- To complete the annual School Workforce Census
- To update personal knowledge and skills on a continuing basis and take part in relevant development activities
- You may be required to work at all the school sites within the current and future Trust and to travel to other venues as and when required

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school's People Development Process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Executive Team and/or Headteacher

Person Specification

	Essential	Desirable
Qualifications		
5 GCSEs or equivalent, including A*-C in English and Mathematics	✓	
A Level qualification or equivalent	✓	
Obtain or working towards a formal HR qualification and membership of a professional association i.e. CIPD		✓
Experience		
Experience of working in a HR role	✓	
Experience of using HR Systems, inputting data and maintaining systems	✓	
Previous experience or knowledge of the education sector		✓
Knowledge		
Excellent working knowledge of Microsoft Office including Word, Excel and Outlook	✓	
Knowledge of HR policies/employment law, administrative procedures and regulations	✓	

Knowledge of the recruitment process	✓	
Knowledge of safer recruitment practice in education		✓
Skills and abilities		
Excellent time management, organisational and administrative skills	✓	
Ability to work to deadlines at high pressure periods with excellent attention to detail and accuracy levels	✓	
Managing a diverse and varied workload, regularly prioritising workload and conflicting priorities	✓	
Proactive individual with the initiative and ability to work without direct supervision, taking responsibility for tasks and pride in their role and the quality of their work	✓	
Self-motivated, enthusiastic, confident with a positive attitude	✓	
Highly developed interpersonal and communication skills with the ability and confidence to communicate effectively at all levels and with a wide range of stakeholders	✓	
Confidence and ability to establish professional and effective working relationships	✓	
Willingness and ability to work co-operatively as part of a team and self-motivate when working independently	✓	

Willingness to undertake further training/development opportunities	✓	
Willingness to contribute to wider school activities	✓	
Ability to handle confidential issues and materials sensitively and appropriately	✓	
An individual who aligns with and demonstrates The Dean Trust values and expectations	✓	
Ability to work with tact, diplomacy and maintain confidentiality	✓	
Ability to demonstrate resilience	✓	
Willingness to develop professionally, maintain up to date knowledge relevant to the role and attend courses as required	✓	

All post holders must comply with The Dean Trust professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder.

Whilst every effort has been made to explain the key responsibilities of this post, this job description is not intended to be exhaustive and every individual task undertaken may not be identified.

How to apply

If you would like to apply for this role please apply through our online recruitment site which is available via:

careers.thedeantrust.co.uk

Application Closing Date: 9am Monday 26th January 2026

If you have any queries about the role, please contact the HR Manager, Katie Hurst on 0161 973 1179 or email katiehurst@thedeantrust.co.uk

