

Candidate Brochure

HR Assistant

THE DEAN TRUST

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HR Assistant

Job Summary

SALARY:

NJC Pay Band 5 Scale Point 19-22

£32,061 - £33,699 per annum (FTE)

START DATE:

As soon as possible

WORKING PATTERN:

4 days per week, all year round or term time plus 4 weeks during school closure

CONTRACT:

Permanent

LOCATION:

Lord Derby Academy

ACCOUNTABLE TO:

HR Operations Manager

We are seeking a highly organised and professional Human Resources Assistant to join our HR team. This is an exciting opportunity for an experienced individual looking to develop their career within a supportive and dynamic educational environment.

The successful candidate will be required to work as a HR Assistant for Lord Derby Academy (secondary) and Park View Academy and Blacklow Brow Primary School (primary) which are located in the Knowsley borough.

Travel between current and future Trust sites is an essential requirement of the role.

As a key member of the HR function, you will provide high-quality administrative and operational support across the employee lifecycle, helping to ensure our staff receive an excellent HR service. You will play a vital role in recruitment, onboarding, payroll administration, safeguarding compliance, employee records management, and supporting employee wellbeing.

This is a great opportunity to contribute ideas, grow your skills and be part of a forward-thinking department. If you're looking for a role where you can make a real impact and develop your HR career, we'd love to hear from you.

We are 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.

Main Purpose of the Role

To support the HR Team and Trust Schools in the provision of a high quality, efficient HR service, 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

- Provide day to day support and advice to school Senior Leaders and employees on HR policies and procedures
- To effectively manage the recruitment process via the Trust automated tracking system
- To support the facilitation of all interview sessions
- To effectively manage the on-boarding process via the automated tracking system.
- 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 provide advice and guidance to school leaders on all statutory safeguarding requirements including keeping children safe in education ensuring single central record compliance
- 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 on the management information system and advising managers of attendance management triggers
- 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 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 and checks in line with legislative requirements at all times
- To support Senior Leaders with absence management and processing Occupational Health referrals as required
- To be responsible for the offboarding process and conducting exit interviews 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
- Provide cover across the function when required and support team priorities

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

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 take undertaken may not be identified.

Personal Specification

	Essential	Desirable
Qualifications		
5 GCSEs or equivalent, including 9-4 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	✔	
Knowledge		
Knowledge of HR policies/employment law, administrative procedures and regulations	✔	
Knowledge of the recruitment process	✔	
Skills and abilities		
Excellent time management, organisational and administrative skills	✔	
High level of IT literacy	✔	
Thoroughness and excellent attention to detail and accuracy	✔	
Ability to build effective relationships with line managers and employees at all levels	✔	

Proven ability to communicate clearly and work collaboratively with colleagues at all levels both verbally and in writing	✔	
Ability to work with tact, diplomacy and maintain confidentiality	✔	
Initiative and ability to work without direct supervision, taking responsibility for tasks, prioritising and scheduling own work	✔	
Ability to work under pressure to prioritise and meet deadlines	✔	
Ability to demonstrate resilience	✔	
Willingness to develop professionally, maintain up to date knowledge relevant to the role and attend courses as required	✔	
Willingness to be flexible and to 'get involved'	✔	
Proactive individual who shows initiative and takes pride in their role and the quality of their work	✔	
A team player who is willing to go beyond their own responsibilities to help others at busy times	✔	
Ability to work in a way that promotes the safety and wellbeing of young people	✔	

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 Tuesday 7th July 2026
Interview Date: To be confirmed. Will take place before 17th July 2026

Any queries, please contact a member of the HR Team on 0161 973 1179 or via email at katiehurst@thedeantrust.co.uk

