



Sikh Academies Trust

Candidate Information pack

SIKH ACADEMIES TRUST
Faith Inspired Education



HR Officer

Executive Headteacher Welcome

Dear Applicant

Thank you for your interest in joining Sikh Academies Trust (SAT). We are a thriving community of schools where faith-inspired education leads to academic excellence and social responsibility.

SAT is at an exciting stage of growth. Our schools, Khalsa Primary School (graded Outstanding) and Pioneer Secondary Academy (graded Outstanding and Good in all areas), are both oversubscribed with increasing pupil numbers. This success is a testament to the trust our families place in us and our staff in providing a dedicated and quality education.

We pride ourselves on being a diverse workforce and warmly welcome pupils and staff from all faiths and none. Our vision is to nurture well-rounded individuals who demonstrate academic excellence, social responsibility, and are spiritually grounded. We provide a holistic education underpinned by the three pillars of Sikhism:

- Kirat Karna (working with honesty and integrity)
- Vand Chakna (sharing selflessly with others)
- Naam Japna (internalising God's Name with every breath)

We believe there is no glass ceiling for our pupils or our staff. We uphold the highest standards of behaviour to create a purposeful environment where learning flourishes. To support this, we embrace digital innovation to equip our community with the tools necessary to excel in an ever-changing world.

As Executive Headteacher, I am committed to empowering staff at all levels. We offer a supportive executive leadership team, a culture of professional development, and a welcoming environment where everyone feels valued.

We hope you feel inspired by our values and look forward to the possibility of you joining us on this exciting journey.

Harmeet Sahota

Executive Headteacher of Sikh Academies Trust



About Sikh Academies Trust

Role: HR Officer

Start date: September 2026

Apply by: 14th July 2026

Salary: £26,679 - £35,530

The role

The HR Officer will provide a professional, efficient, and compliant HR service across the Trust's schools. The post holder will act as the first point of contact for day-to-day HR queries, manage the employee lifecycle, ensure strict adherence to UK education safer recruitment practices, and use Google Workspace technology to streamline HR workflows and data management.

About us

The Sikh Academies Trust (SAT) was established in December 2020 and is based in Slough. The Trust is on an exciting journey, overseeing two faith-inspired schools: Khalsa Primary School, rated Outstanding by Ofsted (July 2023), and Pioneer Secondary Academy, which joined SAT in May 2022, rated Outstanding and Good in all areas by Ofsted (September 2024). Discover more about our achievements by exploring our [Celebrating Success](#) booklet.

What Ofsted says

KPS: Inspectors praised our pupils, who "consistently behave with great maturity and kindness towards each other", and the strong relationships between staff and children.

PSA: Inspectors praised our "calm and purposeful" atmosphere, strong relationships, and pupils' positive attitudes to learning.

A place to grow and thrive

We welcome you to join a dedicated team where wellbeing and high aspirations meet, ensuring a supportive environment where both our staff and our students can thrive.

Key Responsibilities

Safer Recruitment & Compliance

- Coordinate the end-to-end recruitment process for Trust schools, from drafting advertisements to onboarding.
- Maintain and audit the Single Central Record (SCR) for designated schools, ensuring 100% compliance with statutory UK guidance, including Keeping Children Safe in Education (KCSIE).
- Ensure all pre-employment checks are completed rigorously.

Employee Relations & Advisory

- Act as the primary contact for general HR queries. Provide clear, accurate guidance to managers and staff on Trust policies, procedures, and employment legislation.
- Assist the HR Manager with casework administration regarding disciplinary, grievance, and capability procedures.
- Assist Line Managers with performance management and employee wellbeing

HR Administration & Data Systems

- Maintain accurate electronic staff records. Process contract variations, leaver paperwork, and maternity/paternity requests.
- Manage the absence monitoring process, tracking sickness trends and alerting line managers when trigger points are hit.
- Coordinate the appraisal and performance management cycles.
- Generate HR metrics and reports for leadership.

Data Management

- Manage and structure the HR team's shared Google Drives, maintaining strict data security, appropriate access permissions, and GDPR compliance.

General Responsibilities

- Escalate issues of concern to the appropriate senior manager in the absence of the HR Manager.
- Support the central team with the development and implementation of projects as required.
- Attend and participate in staff meetings, training and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures.
- Maintain own continuing professional development, keeping up to date with legal requirements and relevant HR developments.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> -CIPD Level 3 Certificate in Human Resources Practice (or equivalent experience). 	<ul style="list-style-type: none"> -CIPD Level 5 Associate Diploma. -Safer Recruitment training qualification. -Certified Google Workspace Professional / Educator status.
Experience	<ul style="list-style-type: none"> -Minimum 2 years of generalist HR administrative or advisory experience -Experience managing end-to-end recruitment campaigns 	<ul style="list-style-type: none"> -Experience working within a School, College, or Multi-Academy Trust.
Technical Skills	<ul style="list-style-type: none"> -Deep understanding of Google Forms, Shared Drive permission hierarchies, and collaborative Docs/Slides 	<ul style="list-style-type: none"> -Proficiency with school-specific Management Information Systems (MIS) such as SIMS.
Skills & Knowledge	<ul style="list-style-type: none"> -Exceptional written and verbal communication skills, with a supportive, peer-to-peer approach to guiding staff. -Highly organised with great attention to detail. -Clear understanding of GDPR and data protection principles regarding employee data. -Knowledge of employment law and HR best practices -Familiarity with pre-employment vetting protocols (DBS, right-to-work checks). 	<ul style="list-style-type: none"> -Strong working knowledge of statutory Keeping Children Safe in Education (KCSIE) guidelines - Familiarity with the School Teachers' Pay and Conditions Document (STPCD) and the NJC Green Book

<p>Personal Qualities</p>	<ul style="list-style-type: none"> -High integrity with a proven ability to maintain strict confidentiality. -Commitment to safeguarding and promoting the welfare of staff and children. -High level of empathy, and professional boundaries when dealing with sensitive issues. 	<ul style="list-style-type: none"> -A collaborative mindset with a willingness to visit different school sites to build relationships with school leadership teams.
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Equality & Diversity

The Trust welcomes applications from individuals from diverse backgrounds and is committed to ensuring representation that reflects the local community.

How do I apply for the role?

Further information and an application form can be found on our website: www.sikhacademiestrust.com. For more information, or to arrange a visit to the school (encouraged), please contact hr@sikhacademiestrust.com. Applications will be shortlisted and interviewed at the earliest opportunity. Early applications for this post are recommended.

SAT is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to an enhanced DBS record check.

SAT reserves the right to interview and appoint this position ahead of any advertised application closing date, should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.

Outcomes

Pioneer Secondary Academy

Indicator	PSA	National
Attainment 8	49.8	46
% 9 – 5 in English and Maths	55.40%	45.40%
% EBacc achieved (9 – 5)	8%	19%
% EBacc achieved (9 – 4)	17%	26%
% EBacc entered	24%	41%
EBacc average point score	4.15%	4.08%
% 9 – 5 English	73.50%	60.40%
% 9 – 5 Maths	59.00%	51.20%
% 9 – 4 English	80.70%	74.30%
% 9 – 4 Maths	79.50%	69.80%

Khalsa Primary School

	Khalsa Primary School 2023-2024	National 2023-2024	Khalsa Primary School 2024-2025	National 2024-2025
RW&M Combined				
% of pupils achieving the expected standard	81%	61%	85%	62%
Reading Combined				
% of pupils achieving greater depth	13%	8%	13%	8%
Reading				
% of pupils achieving the expected standard	88%	74%	93%	75%
% of pupils achieving greater depth	43%	28%	52%	33%
Writing				
% of pupils achieving the expected standard	90%	72%	90%	72%
% of pupils achieving greater depth	19%	13%	18%	13%
Maths				
% of pupils achieving the expected standard	88%	73%	93%	74%
% of pupils achieving greater depth	51%	24%	37%	26%
GPS				
% of pupils achieving the expected standard	90%	72%	94%	73%
% of pupils achieving greater depth	62%	32%	54%	30%

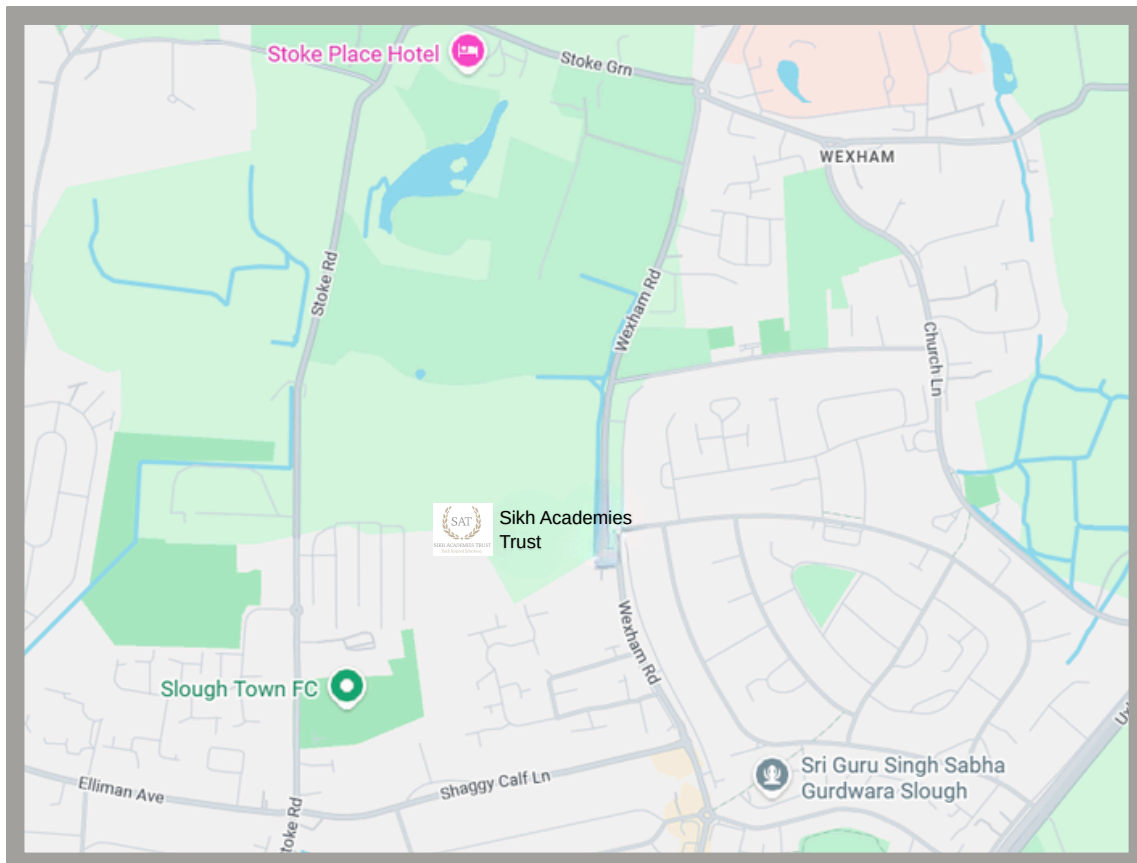
Our values

Underpinned by Sikh ethos that is built upon the three pillars of Sikhism; Kirat Karna, Vand Chakna and Naam Japna representing principles that are important to people of all faiths and no faith

				
INTEGRITY	SERVICE	COMMUNITY	LEARNING	INNOVATION
We do the right things and do things right	We speak with respect and act kindly with compassion towards a collective good	We foster a diverse, inclusive community through positive collaboration and fun	We are committed to learning through curiosity, wisdom and knowledge	We stretch towards excellence and challenge ourselves to achieve with determination



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