



RECRUITMENT PACK

Together we Belong, Believe, Become

WELCOME FROM THE CEO

Dear Applicant

Thank you for taking an interest in Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'. As a community of schools, we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued. As a result of our newly founded values, we strive to ensure that students receive an incredibly high standard of academic and pastoral care to enable them to leave school with the very best platform for their future. The schools within Ascend Learning Trust are a family, and as such they support each other to continuously improve, providing strength to each other.

As a mother of 3 school age children at both primary and secondary level, I know how important young people's school experience is and it is a privilege to lead an organisation whose purpose it is to support this. As the newly appointed CEO of Ascend Learning Trust (from September 2023) I am fully committed, along with all of our staff to ensuring that each child's education is the very best that it can be.

This pack will give you details of the job description and list the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria.

References

We will require two satisfactory references before a job offer is confirmed; one of which must be your Line Manager/ Headteacher in your present or most recent employment.

Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment. Further information about the Ascend Learning Trust and the Academies within it, is available on our website info@ascendlearningtrust.org.uk We hope you will feel inspired to apply to work within the Trust.

Yours sincerely

Jane Coley
Ascend Learning Trust CEO

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JOB DESCRIPTION

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge, and abilities required to do the job.

The criteria listed within the job description detail the areas which will be assessed at both application and interview. It is important that you identify the competencies, experience, qualifications, knowledge, and abilities that will be assessed by application form, as you will need to provide evidence that you meet the criteria.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the Trust brand style.
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, whistleblowing, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Trust Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the Trust and beyond.
- Represent the Trust at events as appropriate and as directed by the Chief Executive Officer.
- Support and promote the Trust ethos, vision, and values.

Senior HR Officer

Reporting to: HR Manager

Location: Lime Kiln Office, SN4 7HG

Travel: Regular travel between both sites required

The Senior HR Officer will provide professional HR advice and support across Ascend Learning Trust, managing a varied employee relations caseload and working in partnership with school leaders to deliver effective people management solutions. The postholder will lead on the implementation and development of HR policies and procedures, support the delivery of training and development initiatives, and act as deputy to the HR Manager when required. The role offers an excellent opportunity for an experienced HR professional looking to develop their strategic and operational HR expertise within a growing Multi Academy Trust.

Key Accountabilities:

Employee Relations

- Manage a varied employee relations caseload, including absence management, disciplinary, grievance, capability, probation, flexible working and conduct matters.
- Provide timely, practical and legally compliant advice to Headteachers, line managers and leaders on employment matters.
- Support and attend formal meetings, hearings and appeals, preparing documentation and guidance as required.
- Ensure all employee relations cases are managed fairly, consistently and in line with Trust policies and employment legislation.
- Maintain accurate records and case management documentation.

Policy and Compliance

- Lead on the review, development and implementation of HR policies and procedures across the Trust.
- Ensure HR policies remain compliant with current employment legislation, ACAS guidance and best practice.

- Support consultation processes relating to policy changes and organisational initiatives.
- Monitor compliance and provide guidance to leaders on the practical application of HR policies.

Training and Development

- Support the HR Manager in designing, coordinating and delivering HR training for leaders and managers across the Trust.
- Deliver workshops and briefing sessions on key HR topics, including absence management, disciplinary procedures, safer recruitment and employment law updates.
- Develop guidance materials, toolkits and resources to support people management capability across schools.

HR Advisory Support

- Build positive working relationships with Headteachers, leaders and staff across the Trust.
- Provide advice on terms and conditions, contracts, organisational change, wellbeing and workforce matters.
- Support recruitment activities, ensuring processes align with safer recruitment requirements.
- Analyse workforce information and produce management reports where required.

HR Administration and Operational Support

- Maintain accurate and confidential HR records, both computerised and manual, ensuring compliance with GDPR and data retention requirements.
- Oversee onboarding processes, ensuring all pre-employment checks, contracts and documentation are completed accurately and within required timescales.
- Coordinate induction arrangements for new employees and ensure the completion of all mandatory employment documentation.
- Support recruitment activities, including preparing vacancy documentation, advertising roles, coordinating interviews, conducting pre-employment checks and ensuring compliance with Safer Recruitment requirements.
- Process contractual changes, employment records and payroll-related notifications, ensuring accuracy and attention to detail.

- Produce workforce reports, HR metrics and management information as required

Leadership Support

- Act as deputy to the HR Manager during periods of absence.
- Support the delivery of the Trust's People Strategy and wider organisational objectives.
- Contribute to continuous improvement of HR systems, processes and service delivery.
- Participate in Trust projects and initiatives as required.

Safeguarding:

- Responsible for ensuring safer recruitment is followed in line with KCSIE.
- Support of the Schools SCR.

Person Specification

Qualifications

Essential

- GCSE Maths and English (Grade C/4 or above or equivalent).
- CIPD Level 5 qualification, working towards Level 5, or equivalent HR experience.

Desirable

- CIPD Membership.

Essential Experience

- Experience of managing employee relations cases independently.
- Experience of providing HR advice and guidance to managers.
- Experience of interpreting and applying HR policies and employment legislation.
- Experience of supporting disciplinary, grievance, capability and absence management processes.
- Experience of delivering presentations, briefings or training sessions.
- Experience of producing reports and maintaining accurate HR records.
- Strong working knowledge of UK employment law and HR best practice.

Desirable Experience

- Experience within the education sector or public sector.
- Experience supporting organisational change or consultation processes.
- Experience of reviewing and developing HR policies.

Knowledge and Skills

- Sound understanding of employment legislation and employee relations practice.
- Ability to build credibility and influence managers at all levels.
- Excellent written and verbal communication skills.
- Strong organisational and prioritisation skills.
- Ability to handle sensitive and confidential information professionally.
- Confident IT skills, including Microsoft Office and HR systems.
- Ability to work independently whilst contributing positively to a wider team.

Personal Qualities

- Professional, resilient and approachable.
- Strong attention to detail.
- Solution-focused and pragmatic.
- Committed to continuous professional development.
- Able to demonstrate discretion, integrity and sound judgement.

Ascend Learning Trust

Welcome to Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'.

As a community of schools we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued.

Compassion

To always show kindness, inclusivity and empathy to each other and to encourage others to behave this way. To care for those around you and to consider the needs of all.

Aspiration

To 'dream big' and to set your goals with no limits. You work hard towards your goals and follow your dreams and always believe that anything is possible.

Respect

To treat everyone as you would always wish to be treated in both words and actions. This means listening to others, appreciating differences, showing kindness and always being considerate.

Dedication

Always try your very best to commit to and achieve all of your goals and never give up even when things are tough. Face challenges courageously and keep focused on your goals.

Integrity

Holding true to what you believe in and act in a way that shows this. Always be honest and if you are in the wrong accept feedback and apologise.

Our vision at Ascend Learning Trust is to create a sense of belonging for everyone. All our young people receive a holistic world-class education regardless of where they come from or their life challenges. They will leave their Ascend community with outcomes that opens doors to a fulfilling and successful future.

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HOW TO APPLY

Please note CVs will not be accepted. You must complete the application in full giving details of all employment, training, and gaps in employment since leaving school.

Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications it is not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

If you would like to arrange a visit to the school, or for more information about applying, please contact the recruitment team on 01793 781485.



Applications should be submitted directly via MyNewTerm, you can access our careers page using the following link:

[Ascend Learning Trust MyNewTerm](#)

