

## **JOB DESCRIPTION – HR & TRAINING OFFICER**

### **Job Purpose**

To provide high-quality HR support and coordinate staff training and development across the Multi-Academy Trust, ensuring compliance with employment legislation, safeguarding requirements, and Trust policies while promoting a positive organisational culture and continuous professional development.

### **Key Responsibilities**

#### **HR Operations**

- Support the full employee lifecycle including recruitment, onboarding, contract changes, and leavers
- Maintain accurate HR records and systems in line with GDPR requirements
- Assist with casework including absence management, disciplinary, grievance, and capability processes, including note taking at panels where required
- Monitor staff attendance and produce absence reports
- Support safer recruitment practices in line with safeguarding regulations
- Support schools with process and procedures for the Single Central record

#### **Recruitment & Onboarding**

- Coordinate end-to-end recruitment processes (advertising, shortlisting, interviews, pre-employment checks)
- Ensure compliance with Keeping Children Safe in Education (KCSIE)

#### **Training & Development**

- Coordinate and maintain the Trust's CPD (Continuing Professional Development) programme
- Lead on the system administration for training courses and records on Trust training platform, including all statutory training requirements.
- Identify training needs in collaboration with leaders across the Trust
- Organise internal and external training events
- Maintain training records and evaluate impact
- Support leadership development and mandatory training compliance (e.g., safeguarding, health & safety)

#### **Governance Policy & Compliance**

- Support the development, review, and implementation of HR policies
- Ensure compliance with employment law, safeguarding, and Trust standards
- Contribute to audits and inspections (e.g., Ofsted, internal reviews)
- DBS compliance for new and existing governors and directors
- Co-ordinate and maintain statutory training for governors and directors
- Where required to take notes for any HR or Governance hearings (this may involve some occasional evening work)

#### **Employee Engagement & Wellbeing**

- Support initiatives to promote staff wellbeing and engagement
- Assist with staff surveys and action planning

- Promote equality, diversity, and inclusion across the Trust

#### **General**

- Travel between academies as required
- Undertake any other duties commensurate with the role

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Any convictions/cautions acquired during employment with Kingsbridge Educational Trust or one of its schools must be reported to the Headteacher of your current school.

Kingsbridge Educational Trust are committed to safeguarding and promoting the welfare of children and young people. All employees and volunteers are expected to share this commitment, to follow the Trust/School's safeguarding policies and procedures and to behave appropriately towards children and young people at all times.

**All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List DBS check.**

|                                     |      |
|-------------------------------------|------|
| Signed                              | Date |
| Signed<br><br><i>(Line Manager)</i> | Date |

## Trust Central Team – HR &amp; Training Officer Person Specification

| <b>Qualifications &amp; Professional Development</b>                                                                                       |                         |             |           |
|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------|-----------|
|                                                                                                                                            | Essential/<br>Desirable | Application | Interview |
| Sound knowledge of UK employment law and HR best practice                                                                                  | E                       | ✓           |           |
| Understanding of safeguarding requirements, particularly *Keeping Children Safe in Education (KCSIE)*                                      | E                       | ✓           |           |
| CIPD Level 3 (or working towards) or equivalent HR qualification/experience                                                                | D                       | ✓           |           |
| Knowledge of GDPR and data protection principles                                                                                           | E                       | ✓           |           |
| Experience within the education or public sector                                                                                           | D                       | ✓           |           |
| <b>Experience</b>                                                                                                                          | Essential/<br>Desirable | Application | Interview |
| Experience assisting with HR casework and supporting across a range of employee relations matters (e.g., absence, disciplinary, grievance) | E                       | ✓           | ✓         |
| Experience managing recruitment and onboarding processes end-to-end                                                                        | E                       | ✓           | ✓         |
| Experience maintaining HR systems and accurate employee records                                                                            | E                       | ✓           | ✓         |
| Experience organising training or CPD programmes                                                                                           | E                       | ✓           | ✓         |
| Experience working within a Multi-Academy Trust or school environment                                                                      | D                       | ✓           |           |
| Experience supporting audits, inspections, or compliance reviews                                                                           | D                       | ✓           |           |
| Experience supporting governance processes (e.g., DBS checks, governor support)                                                            |                         |             |           |
| <b>Skills &amp; Abilities</b>                                                                                                              | Essential/<br>Desirable | Application | Interview |
| Strong interpersonal and communication skills, with the ability to build relationships at all levels                                       | E                       |             | ✓         |
| Ability to handle sensitive and confidential information with discretion                                                                   | E                       | ✓           | ✓         |
| Excellent organisational skills with the ability to manage multiple priorities                                                             | E                       | ✓           | ✓         |
| Strong administrative and IT skills (e.g., HR systems, MS Office)                                                                          | E                       | ✓           | ✓         |
| Analytical skills to monitor data (e.g., absence reporting, training records)                                                              | E                       | ✓           | ✓         |
| Ability to take accurate notes in formal meetings/hearings                                                                                 | E                       | ✓           | ✓         |
| <b>Safeguarding &amp; Compliance</b>                                                                                                       | Essential/<br>Desirable | Application | Interview |
| Strong commitment to safeguarding and promoting the welfare of children and young people                                                   | D                       | ✓           |           |

|                                                                                                                                                                                                                                                                                                                                                                              |   |   |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|--|
| Willingness to undergo an Enhanced DBS check with Barred List                                                                                                                                                                                                                                                                                                                | E | ✓ |  |
| Understanding of safer recruitment practices                                                                                                                                                                                                                                                                                                                                 | E | ✓ |  |
| Personal Attributes                                                                                                                                                                                                                                                                                                                                                          |   |   |  |
| <ul style="list-style-type: none"> <li>• Professional, approachable, and solution-focused</li> <li>• High level of integrity and commitment to confidentiality</li> <li>• Proactive and able to work independently and as part of a team</li> <li>• Commitment to continuous professional development</li> <li>• Flexible and willing to travel between academies</li> </ul> |   |   |  |