

HR Officer

Start date: ASAP

HR Officer

Our staff are the driving force behind our success. Whether in the classroom, supporting pupil wellbeing, maintaining our beautiful campuses, or providing essential professional services, every colleague plays an important role in helping our pupils thrive. We are proud of our warm, inclusive culture where teamwork, respect and a shared sense of purpose create an environment in which both staff and pupils can flourish.

As our HR Officer, you will be part of a small team supporting the entire employee journey across all three schools. From attracting and welcoming outstanding talent, to supporting employee development, wellbeing and engagement, HR plays a key role in ensuring Leicester Grammar School Trust remains a great place to work.

This is an exciting time to join us. We are continuing to invest in our people and are preparing to introduce a new people management system that will modernise and enhance our HR services, creating opportunities to improve processes and further strengthen the employee experience.

If you are passionate about people, enjoy building positive relationships, and want to make a meaningful impact in a thriving educational community, Leicester Grammar School Trust offers a rewarding opportunity to develop your career while helping others to succeed.

Close Date:
Thursday 5 November 2026, 9:00am
Interview Dates:
Wednesday 11 November 2026



Job Description

To provide a comprehensive and professional HR service across the organisation, supporting managers and employees throughout the employee lifecycle. The HR Officer will support day-to-day HR operations, provide advice on HR policies and procedures and contribute to the development and implementation of HR initiatives.

Key Responsibilities

Recruitment and Onboarding

- Coordinate end-to-end recruitment lifecycle, including advertising jobs, candidate shortlisting, interviews, and the issuing of offer letters and contracts.
- Complete pre-employment checks and maintain the Single Central Record (SCR) in line with safer recruitment requirements.
- Liaise with Payroll, IT, and relevant stakeholders to ensure new starters are fully set up prior to commencement.
- Coordinate onboarding and induction processes, ensuring all documentation and system access is completed accurately and on time.
- Maintain recruitment and onboarding documentation to support audit, compliance, and safeguarding requirements.
- Oversee the off-boarding process – removing users from Payroll, School and City systems, calculating remaining annual leave and outstanding payments/deductions.

HR Administration and Systems

- Liaise with Payroll to ensure accurate processing of new starters, leavers, pay changes, and contract variations.
- Maintain accurate and confidential staff records across HR systems and personnel files, ensuring compliance with data protection legislation.
- Administer HR documentation relating to probation reviews, contract changes, family leave, and employee lifecycle events.
- Ensure HR systems and databases are kept up to date, contributing to the ongoing development and improvement of digital HR processes.
- Manage the HR inbox, telephone queries, and correspondence, responding in a timely and professional manner.
- Lead on the issuing off and return off staff lanyards and keys
- Administer staff benefits and pension schemes, ensuring clear and timely communication with employees.
- Support with booking CPD for employees across the three schools

Employee Relations, Absence, and Wellbeing

- Monitor and record staff absence, including sickness and family leave, ensuring accurate data is maintained.
- Coordinate occupational health referrals, welfare checks, and return-to-work processes in line with policy.
- Produce accurate absence data and reports to support termly and annual reporting requirements.
- Support the Head of HR and Headteachers with employee relations matters, including disciplinary, grievance, capability, performance management, and probation processes.
- Provide administrative support for formal meetings, including note-taking and the preparation, storage, and distribution of documentation.
- Support the delivery of staff wellbeing initiatives, surveys, HR briefings, and CPD activities to promote a positive and inclusive working culture.
- Assist the Head of HR with the implementation of the Trust's People Strategy and wider HR initiatives aligned with organisational values and objectives.
- Deliver HR policy training to department heads.

Additional Responsibilities

- Work in accordance within current safeguarding and schools' guidance and legislation
- Use excellent organisational skills and interpersonal and communication skills to manage own workload and build relationships
- Monitor, review and evaluate departmental plans and strategies
- Support the School's well-being approach
- Be committed to Leicester Grammar School Trust's vision and ethos

Person Specification

Essential Qualifications, Experience and Skills

- Qualifications in English and Maths (e.g. GCSE grade C/4 or above)
- Previous experience in a HR role within a school
- Experience supporting recruitment and selection processes
- Experience handling confidential information, with a clear understanding of confidentiality, GDPR, and data protection requirements
- Competent user of Microsoft Office, with the confidence to learn and use new software and systems
- Highly organised with strong administrative skills, able to prioritise workload, work accurately with attention to detail, and perform effectively under pressure
- Excellent written and verbal communication skills, including drafting correspondence, formal letters, and responding to queries
- Ability to build and maintain effective working relationships with colleagues and stakeholders
- Commitment to delivering high standards of service and continuous improvement

Desirable Qualification

- CIPD Level 3 or above

Personal Qualities

- Willingness to work flexibly according to the fluctuating demands of the role
- Ability to work as part of a team and collaboratively across the school
- Excellent interpersonal skills

Original certificates will be required as proof of qualification. All other attributes will be assessed using the contents of the application form, at interview and with professional references.



Your Benefits

Competitive salary and generous teacher pension options with TPS or Aviva APTIS



Free lunches during term time plus free tea and coffee and hot chocolate



Beautiful walking trails around the school's extensive site



Discount on school fees



Access to Employee Assistance Programme via Life and Progress, offering telephone counselling, financial and legal advice, plus face to face counselling



Medicash Health Care



On site gym and swimming pool available for colleague use



Cycle to Work Scheme



Reduced rate Benenden Health subscription with no waiting periods; access to 24 hour GP and prescription service



Free car parking on-site



Free wrap-around care for your children



Use of the school's extensive library facilities



School campus and facilities

Leicester Grammar School Trust schools are easily accessible from the nearby city of Leicester, the market town of Market Harborough, and beautiful East Midland villages such as Great Glen. Although situated in the scenic countryside, we are an easy 30-minutes drive from the M1 and from nearby rail stations, London St Pancras can be reached in around one hour.

The school operates a comprehensive bus service which enables a large number of pupils to travel to and from school each day.

The campus has extensive facilities; well-equipped specialist classrooms, library, science laboratories, music rooms, and both indoor and outdoor sports facilities. We have an on-site café for use by staff and sixth form pupils as well as a bespoke study area for sixth form.









Equal Opportunities

Leicester Grammar School Trust is an equal opportunities employer and is committed to equality of opportunity for all staff. The Trust takes very seriously its duty to safeguard children, to remove discrimination, to advance equality of opportunity and to foster positive and caring relationships, by integrating safety and equality into each school's core priorities and functions.

We welcome applications from all sectors of the community as we aspire to attract staff who reflect the social and cultural diversity of our pupils. We consider the most important factors to be the right skills, abilities and aptitude for the job which will ultimately improve the education and well-being of our pupils. We also encourage applications from staff at all stages of their career, and regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage / civil partnerships.

Applicants must have the right to work in the UK.

Safeguarding

Leicester Grammar School Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Applicants must undergo safer recruitment checks, including checks with past employers, online searches and the Disclosure and Barring Service (DBS). This role involves engaging in regulated activity relevant to children, it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the Trust is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children.

If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.









LEICESTER GRAMMAR SCHOOL

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