

Trust HR Officer

£35,412 - £39,862 FTE

4 or 5 days per week, either 30 or 37 hours - LGPS pension scheme

26 days annual leave rising to 31 after 5 years (plus 8 days Bank Holiday)

Start date – As soon as possible

Closing date for applications – 9am on 06/03/26

**Are you highly driven, ambitious and willing to play a key role within our central executive team?
Are you a people-focussed HR professional with significant operational HR expertise?
Do you want to make a difference to children's lives and improve their future chances?
Are you an experienced professional with the ability to innovate and solve fast moving problems?**

Attenborough Learning Trust has an exciting opportunity to offer to a dynamic and forward-thinking individual who can provide a responsive and accurate HR service through the use of efficient and effective HR policies and procedures. To support the Head of HR in ensuring the HR function exceeds expectations with regard to all casework undertaken.

About the role:

This exciting role requires a forward-looking professional with significant operational HR expertise, who is able to build relationships with all stakeholders to give sound, professional advice on HR issues and support the delivery of effective people processes. The successful candidate will manage a wide variety of employee relations casework including capability, grievance and disciplinary. Previous education experience is less important to us than drive, determination, and a strong desire to help and support the trust and its school leaders.

This is an exciting time to join the trust's executive team to contribute to our journey to excellence by providing a responsive and accurate HR service through the use of efficient and effective HR policies and procedures. Providing professional and proactive HR services to all schools within the trust. The successful candidate will have the opportunity to shape the role, making it their own, working closely with our senior leaders to make a significant impact on our organisation. We offer a vibrant work environment that encourages personal and professional growth. We are committed to diversity and inclusion, ensuring that every team member feels valued and respected.

About you:

You will be able to demonstrate your enthusiasm, drive and determination to make a difference and show how you will engage with our ethos and culture. You will be able to provide examples of how you have developed working as part of a highly motivated team and how you have provided a practical, hands on, solution-based approach to your previous roles.

You will hold a minimum CIPD level 5 and time served working within HR managing complex employee relations. You will most likely be an HR generalist with a broad knowledge base across the employee lifecycle and with a sound knowledge of all aspects of people and case management and employment legislation. You will be articulate, approachable and able to develop valued and effective business relationships.

Interviews will take place on Friday 13th March 2026. For full details and to arrange a TEAMS call about the role contact our Head of HR at pdamalie@attenboroughlearningtrust.org.uk

Attenborough Learning Trust is committed to safeguarding young people and promoting the welfare of children, and all staff appointed will undergo online checks and be required to undertake an enhanced DBS Service Check.

