



WADE DEACON
TRUST



Wade Deacon Trust

Birchfield Road

Widnes

WA8 7TD

Telephone: 0151 458 3400

CEO: Mr G Kelly

Human Resources Officer

Application Information

To start: asap

Full Time (37hrs, 52 wks) (TTO plus may be considered)

Salary: NJC Scale PO29-32 £32,910 - £35,745 (FTE)

A fantastic new opportunity has arisen for an experienced HR Officer to join a small but expanding HR team.

You will be CIPD qualified and have experience of working with schools, trade unions, change management and an employee relations background would be an advantage but not essential.

The successful candidate will work closely with school leaders to support and undertake case management, provide training and give advice and guidance while ensuring that all Trust policies are adhered to ensuring that school leaders are kept updated on current legislation and guidance. Additionally, the HR Officer will work closely with the Senior Leadership in the HR team to work on and implement national initiatives. Key responsibilities will include providing on-site and remote proactive support and appropriate advice and guidance ensuring advice is in line with Trust policy and best practice.

The HR officer will also support with the performance management process advising school leaders on pay and conditions of service which include the STPCD and the NJC Local Government Services Agreement.

This role will require some travel to our schools on occasion and there will be some flexibility for homeworking, dependant on the needs of the Trust.



WADE DEACON TRUST

For an informal discussion about this role please contact the Trust HR Team at hr@wadedeacontrust.co.uk or 0151 458 3400.

An application form and further details are available via the Trust website; <https://www.wadedeacontrust.com/work-with-us/vacancies/>

Closing Date: Friday 3rd September at 9am

Interviews: w/b 13th September

The Wade Deacon Trust is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check and satisfactory medical clearance.



Context

Wade Deacon Trust

The Wade Deacon Trust is a Multi-Academy Trust with eight Academies and is an approved DfE Academy sponsor. The Trust is focused upon improving life chances for students and communities providing sustainable school improvement and schools joining the Trust do so with the prime aim of improving each other so that they can all become outstanding schools.

Why Work for the Wade Deacon Trust?

As a valued member of our team, you will enjoy the rewards of working alongside equally enthusiastic, dynamic and talented colleagues who thrive in an organisation that cares about them and takes care of them.

The Trust HR team provides a dedicated and experience HR service offering advice and guidance to school leaders, the development of policy and practice and maintains good relationships with unions and professional associations. You will enjoy joining this small but thriving team and will join us on our journey moving forward to build our team and the opportunities that come with that.

We are committed to professional development at the Wade Deacon Trust and have a strong track record of supporting colleagues to progress in their careers. Collaboration is at the heart of our ethos and culture and our colleagues enjoy a wide variety of support, opportunity, and reward across the Trust.

Our support staff on whole year contracts benefit from a holiday entitlement starting at 25 days and rising to 33 days with service. This entitlement is in addition to any Bank or Public holidays.

Further Information

Further information is available on the Trust website;

<http://www.wadedeacontrust.com>



How to Apply

Application Forms

Any interested candidate should apply by completing the Application Form, Supplementary Information Form, and an accompanying letter of support written to the HR Director Brian Fisher, addressing the following points:

- why you are interested in this post and how you have prepared yourself so far
- what contributions you feel you can make to our team
- any particular areas of strength and expertise you feel you may have

The application form and supplementary information form can be downloaded from the recruitment page on the Trust website; <https://www.wadedeacontrust.com/work-with-us/vacancies/>

If you have any difficulty downloading the application form, please contact the school to request a hard copy by post. Our telephone number is 0151 477 8830.

Application Deadline

Applications should arrive by Friday 3rd September at 9am.

Address

Ideally you should email your application to hr@wadedeacontrust.co.uk with 'HR Officer' in the subject line.

Alternatively, you may post your application to Mr Brian Fisher, HR Director, Wade Deacon Trust, Birchfield Road, Widnes, WA8 7TD.