

# HR Officer

DDAT Central Team

Closing Date: Midnight Wednesday 15th October 2025

Provisional Interview Date: Week commencing 20th October 2025



# Welcome from our CEO

Dear applicant,

Thank you for showing an interest in working for DDAT.

Our trust was established in 2014 for schools choosing to become an academy as well as for those who found themselves in need of a sponsor.

DDAT's vision is to build a better future for all within our academies who in turn will positively impact their communities.

The DDAT family of schools consists of both Church and non-Church schools who all work together to achieve the aims of the Trust as follows:

- Provide children with excellent educational provision
- Rapidly improve underperforming schools
- Develop effective school-to-school support
- Build strong relationships and promote work with external partners
- Raise aspirations and tackle disadvantage so that no pupil is failed by their school.

DDAT academies demonstrate their distinctiveness by providing an inspirational and holistic education that enables all children and staff to develop and achieve their full potential. Church schools within DDAT are not faith schools for the faithful, but Church schools for the community.

We want our children and young people to be able to 'experience life in all its fullness' and although this phrase is rooted in a Christian narrative (taken from John 10:10), irrespective of a faith perspective, that is what all of us want for our pupils. This has been borne out by the number of community schools that have chosen to join DDAT, signing up to the vision and values that have children at their core.

I very much hope you are encouraged to apply for the position and if successful, I look forward to meeting you in the near future.

Yours faithfully,

Sarah Clark (Chief Executive Officer – Derby Diocesan Academy Trust)



# Working for DDAT

## Governance

DDAT values local accountability through a Local Academy Committee. In the circumstances where a school is less than good, DDAT will take responsibility for governance and work to quickly rebuild the capacity of leaders at all levels so that the school regains aligned autonomy.

## Curriculum

All DDAT schools follow the National Curriculum and supplement it with a vast range of extra-curricular activities which bring learning to life for all pupils.

## Terms and Conditions

DDAT aims to ensure consistency of terms and conditions at the time of conversion and also for new staff joining after conversion. As such all staff should be treated no less favourably than they would within a LA school whilst working for DDAT.

## External Partners

DDAT works closely with external partners such as Local Authorities, Universities and other Trusts. DDAT broker support across church and community schools and purchase services from a range of providers, including the LA, in the best interest of the school. DDAT encourages full involvement with other schools and regional initiatives.

## Support

DDAT provides business, legal, finance, building, HR and governance support through a hub team. Our schools are only one call away from the help they need.

## School Improvement

All schools receive a minimum of six visits per year from one of our own team of school improvement professionals. All of our own team undertaking these minimum visits have experience as Head Teacher, Local Authority Adviser/Partner and Inspector on behalf of Ofsted. Additional school-school and system-wide support is actively encouraged with other DDAT schools, the diocese, one of our many partners, or a proven partner identified by the school. Our diocesan team also includes people with considerable experience of Church school inspection.

## Continuous professional development (CPD)

DDAT believe that all staff should continue to grow as professionals and as people. Our ethos of working to fulfil every individual's potential applies to staff as well as to pupils.

DDAT staff are involved in a continuing process of improvement and we are committed to fostering a positive belief and practice in continuous learning. Continuing Professional Development (CPD) is an important way of motivating and developing our staff and a carefully planned programme of DDAT CPD improves standards, raises morale and assists with recruitment, retention and succession planning.

All those involved in our school community will have an entitlement to equality of access to high-quality induction and continuing professional development. The focus of DDAT CPD is on improving standards and the quality of teaching and learning.

To see our current CPD opportunities visit: [Upcoming Events – DDAT](#)

DDAT aspire to be the employer of choice for our staff. The diocese has high aspirations for our schools and the pupils in their care as evident in our vision. For more information about DDAT and working in our diocese please visit:

- [Derby Diocesan Board of Education \(anglican.org\)](#)
- [Home - DDAT](#)

# Advert

**Job Title:** HR Officer (two posts)

**Contract Type:** One permanent position and one fixed term to cover for maternity leave

**Salary:** DDAT Grade 10 (£38,220 - £40,777 FTE)

**Location:** Head Office at Bakewell / other schools within the Trust / hybrid working from home

**Hours per week:** Full-time – 40 hours per week, 52 weeks per year

**Reports to:** HR Lead

Derby Diocesan Academy Trust (DDAT) are looking to recruit two experienced HR professionals who will bring enthusiasm and drive to support the development and consolidation of the Trust's HR operations.

DDAT is a Multi Academy Trust that oversee and support schools across Derbyshire and Derby City. Established in 2014 by the Diocese of Derby, DDAT is committed to providing high quality education for all children in their academies based on clearly established Christian values and principles.

The HR Officers will be approachable and effective communicators. They will be able to build trust and positive relationships with senior and middle leaders as well as all stakeholders, providing support across all aspects of people and change management.

The HR Officers will join a friendly and supportive team. Working closely with other HR and central team members.

The successful candidates will:

- Provide a fully integrated HR service across the schools within the Trust and central team.
- Demonstrate the ability to support, challenge, and work in coproduction with senior colleagues on all aspects of HR.
- Have experience of effectively managing a complex and varied workload.
- Be results-oriented, motivated by goals and be driven to achieve those goals.
- Display excellent interpersonal skills when dealing with a range of stakeholders with empathy and purpose.

In return, DDAT will offer you:

- An opportunity to work as part of a supportive team and empower you to further develop the Trust.
- A competitive salary and LGPS pension contributions.
- Ongoing high quality professional development opportunities.
- Hybrid working with the opportunity to work from the office in Bakewell, home and the DDAT schools across the Trust.
- Benefits including but not limited to; Free onsite parking at Bakewell Head Office, Cycle to

Work Scheme, free eye tests and a contribution towards a pair of glasses for employees using VDU's, Employee Assistance Programme & an opportunity to work flexibly.

DDAT welcomes a diverse population of both children and staff and is committed to promoting and developing equality of opportunity in all its functions.

DDAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, online checks, pre-employment and Disclosure Barring Service checks. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you would like to arrange an informal discussion about this post, please email [HR@ddat.org.uk](mailto:HR@ddat.org.uk) in the first instance.

# Job Description

**Job Title** HR Officer - DDAT

**Reporting to** HR Lead

## Job Purpose

To provide a fully integrated HR service across the schools within the Trust and central team.

The post holder will build trust and effective relationships with all senior and middle leaders, providing HR expertise, advice, guidance and support across all aspects of people and change management within our Trust and its schools. The role will cover a broad range of duties and the successful candidate will proactively work to support the best interests of our Trust and its schools to achieve their objectives.

As a key member of staff in the central team, you will also be expected to be heavily involved in the whole range of HR issues that could impact on the Trust's mission, vision and underpinned by the Trust's values

## Key responsibilities

- Provide a generalist HR advice and support service to the Trust and its schools on, workforce planning, pay, terms and conditions, all aspects of employee relations; including grievance and disciplinary matters, absence management, recruitment and retention, TUPE, restructures and redundancies, performance management and wellbeing to effectively mitigate against risks to the Trust.
- Provide the CEO, Headteachers and Senior Leaders with advice and guidance on individual HR cases / investigations and support the process to provide pragmatic solutions to achieve a timely outcome. To liaise with the appointed external employment solicitors where required and escalate complex or sensitive issues to the HR Lead.
- Carry out the role of Investigating Officer on HR investigations, with the support and guidance of the HR Lead and legal services.
- Independently undertake and manage assigned HR casework, whilst maintaining up to date records/log of progress and providing the HR Lead with an overview.
- Provide mentoring, coaching and support to the HR Assistant, to ensure all HR administration process and practices are maintained and effectively managed, including general external and internal queries, recruitment and onboarding, exit processes and employee records.
- Maintain an active positive relationship with recognised Trade Unions, engaging in partnership working to reduce employee relations risks.
- Support and undertake the development of Trust HR policies and procedures for approval by the Trust Board.
- Ensure that the watchlists within The National College training platform are kept up to date under the direction of the HR Lead.
- Provide support and guidance on the HR platforms.
- Support the HR Lead and contribute to the agenda at the Trade Union Joint Consultation Committee meetings and with other relevant consultations across the Trust.
- Plan, implement and manage recruitment and selection activities to ensure that vacancies are filled by suitable candidates and all Trust and statutory requirements are met.
- Proactively maintain and improve where appropriate the Trusts position as an employer of choice and as a disability confident employer.



- Take an active role as a Mental Health First Aider and promote staff wellbeing within the Trust.
- Resolve and respond to enquiries and redirect more complex matter to the HR Lead as appropriate and in a timely manner.
- Make recommendations which contribute to the continuous improvement of the Trusts processes, policies and procedures relating to HR, workforce development, safeguarding, training and staff wellbeing.
- Ensure Equal Opportunities principles are embedded, and workforce diversity is promoted.
- Oversee the central teams single central record, including carrying out DBS and pre-employment checks.
- Support with the development and delivery of HR training, and coaching for central staff, Headteachers, Senior and Middle leaders, and School Business Managers across the Trust to equip them with the skills and knowledge to manage and resolve staffing issues.
- Support the HR Assistant to review all adjustment forms and new starter forms from the schools within the Trust.
- Oversee the completion of standard contracts of employment for school-based staff and the central team. Monitor and ensure that up dated records are maintained of all outgoing and returned contracts of employment.
- Work with the Operations team on academy conversions to ensure all necessary HR due diligence is completed for schools/academies joining the MAT.
- Under the supervision of the HR Lead, lead on allocated TUPE consultation processes.
- Develop and prepare letters, templates and other documentation as directed.
- Undertake and oversee the job evaluations process, ensuring consistency across the Trust and ensure any concerns or queries are escalated to the HR Lead.
- Support and assist HR in ad-hoc projects, initiatives and the ongoing development of the HR function.
- Analyse statistics to assist the HR team with management information and provide KPI data for the COO and Trust Board reports.
- Build effective and collaborative working relationships with external stakeholders, sharing best practice and knowledge.
- Develop effective professional relationships with Headteachers, Senior Leaders, School Business Managers, Local Academy Committee Members and the wider Trust staff to ensure that excellent customer service and a helpful attitude is always provided.
- Liaise with the external payroll provider on pay related matters.
- Have an awareness of the educational landscape, including the safeguarding of children in education, and its implications and the impact on the work of the HR team.
- Keep abreast of developments across HR, employment legislation and the Educational Sector and proactively ensure that the Trust processes, practices and documentation are relevant and fit for purpose.
- To work collaboratively with all departments across the central team and DDBE to provide effect HR advice and support and to develop, improve and maintain best practice.
- Champion the Trusts ethos and values.

In addition to the above, the post holder is required to perform such other duties consistent with the purpose of the job, as required by the Trust. This job description is a guide to the major area and duties for which the jobholder is accountable. However, as the Trust develops the jobholder's obligations may vary and develop. Consequently, this job description should be reviewed as a guide and not as a permanent, definitive and exhaustive statement



# Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

Attributes	Essential	Desirable
Qualifications and Professional Development	<ul style="list-style-type: none"> <li>• Relevant degree level or hold or be working towards the CIPD qualifications</li> <li>• Hold Maths and English at Grades A* - C or equivalent</li> <li>• Full driving licence</li> <li>• Skilled user of Microsoft Office, with the ability to produce, create and edit documents using Word, Excel, PowerPoint and Outlook.</li> </ul>	<ul style="list-style-type: none"> <li>• Formal administration qualification</li> <li>• Project management qualification</li> </ul>
Knowledge, skills and competencies	<ul style="list-style-type: none"> <li>• Up to date knowledge of employment legislation</li> <li>• Able to maintain strictest confidentiality and integrity at all times.</li> <li>• Excellent IT skills.</li> <li>• Sensitivity in collaborative work with colleagues</li> <li>• Highly organised and efficient in managing a diverse workload with competing priorities.</li> <li>• Ability to work to tight deadlines.</li> <li>• Demonstrates a high level of written and verbal communication skills with resilience that enables accuracy and attention to detail in a fast-paced environment.</li> <li>• Able to relate well to all stakeholders.</li> <li>• Be empathetic to situations/staff and have a friendly, approachable personality.</li> <li>• Ability to be pro-active and work under own initiative.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the educational sector</li> <li>• Knowledge of HR processes and best practice</li> <li>• Able to organise, lead and motivate other staff</li> <li>• Knowledge of SAMPeople and SAMRecruit</li> </ul>

	<ul style="list-style-type: none"> <li>• Have a strong customer service focus with a can do and helpful attitude.</li> <li>• Adaptable to the demands and challenges of supporting more than one person within a geographically dispersed team.</li> <li>• Ability to work in a team.</li> <li>• Suitability for promoting and safeguarding the welfare of children and young people.</li> <li>• Able to promote inclusion and equal opportunities.</li> <li>• Ability to exercise judgement and discretion.</li> <li>• Alignment with the Trust vision and values</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Experience of working in HR, advising on terms and conditions, policies and procedures</li> <li>• Experience of dealing with people at various management levels</li> <li>• Experience of working independently</li> <li>• Experience of organising and minuting meetings</li> <li>• Commitment to own professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in HR function within an educational setting.</li> <li>• Experience of working with Trade Unions</li> </ul>

### Terms and Conditions

The employer for this post is Derby Diocesan Academy Trust (DDAT)

This post requires the ability to travel and work directly with academies in the Trust across Derbyshire and Derby City and the base which is currently Bakewell.

An Enhanced DBS is required for this post.

# Guidance on the Appointment Process

These notes are intended to guide you when making an application for a post within DDAT.

## The Application Form

Please complete the application form neatly, fully and accurately, including exact dates. Where there are any gaps in employment or education, please provide further information and reasons related to all unaccounted periods. The form may be typed or handwritten but if you do write it by hand, please make sure that it is legible.

Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

## Education and Training

Please state your qualifications and any training you have undertaken relevant to the post.

## Current employment

Make it clear what your present post is, which establishment you work in and who your employer is.

## Previous Appointments

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work. This is a requirement under our recruitment and safeguarding policies.

## Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

## The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. Please limit your supporting statement to two sides of A4 in size 11 font.

## Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.

The Interview Candidates will be invited to the Trust Central Office or one of our schools for interview. Where necessary, interviews will be facilitated via an on-line means through Microsoft Teams or Zoom.

Feedback Verbal feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

#### **Selection for Appointment**

Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.

#### **Arrangements for Applications**

When you have completed your application, please submit your application in line with the instructions provided on the advert by the closing date and time.