



HRIS/HR ASSOCIATE

Salary: Band 6 £27,363 - £31,067

Contract: Permanent

Hours: 37 hours per week/52 weeks per year

Are you wanting a career in HR and have a passion for delivering a first-class customer service to support in delivering HR excellence? We are looking for a HR professional who's ready to make a difference and support our central HR team. In this pivotal role, you will deliver high-quality, centralised support to our Leaders and HR Advisors across the Trust, playing a key role in how we manage, support, and empower our people.

What's on offer:

- We provide a Trust team who is inclusive, inspirational, and supportive.
- Development with continuous training for a future in HR.
- Evolving and forward-thinking HR department.
- A range of benefits to support colleagues when they need support.

Core skills we are looking for to succeed in the role

HR administration: You will bring solid generalist HR experience, with a strong background in HR administration.

Communication & influence: You will have excellent written and verbal communication skills and feel confident engaging with stakeholders at all levels to build trust and drive meaningful outcomes.

Organisation & detail: You will know how to prioritise, stay organised, and juggle multiple tasks. With a sharp eye for detail, you will spot the small things that make a big difference.

Teamwork & initiative: You are a collaborative team player with a proactive mindset, ready to roll up your sleeves, bring the energy, and support wherever it is needed.

Tech savvy: You are comfortable using MS Office, especially Excel and PowerPoint, to present data and ideas in a clear, compelling way. You will have experience using an HRIS system.

Problem solving & customer focus: You are a logical thinker who thrives on solving challenges using relevant and accurate information, and you are passionate about delivering great service with a people-first approach.

Listener and enabler: You will listen to people to understand situations and concerns and enable people to make decisions rather than be reliant. You are objective and remain impartial.

Overview of what you will be doing:

- Maintain the HRIS and administer all connected documentation and information to an employee on all systems.
- Maintain the HRIS carousel, documents, and Trust wide notifications.
- Monitor HR inboxes.
- Provide high quality HR advice and guidance directly to Senior Leaders and Line Managers when required to facilitate the early resolution of difficult, complex, or sensitive employee relations issues, ensuring that the risks associated with such cases are effectively managed.
- Support the People Director/HR Advisors in implementing and embedding new strategies and initiatives across the Trust.
- Monitor and maintain the Home Office sponsorship licence for Trust employees and all associated checks with employees under sponsorship.
- Ensure all employment checks which are recurring are done timely and in line with Trust requirements.
- Ensure that adequate notes of all formal meetings are made and kept which can be relied upon in subsequent internal meetings and are solicitor ready.
- Produce reports when requested for Senior Leaders or timetabled.

Qualifications and experience

- Working towards or completed CIPD level 3.
- HRIS system use (ideally iTrent (MHR) but not essential)
- 1 years' experience of working in a HR Department

How to Apply

Please complete an application form and cover letter detailing how you can deliver the core skills to zhawtin@salterns.org.

Important information

The Salterns Academy Trust and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

All successful candidates will **be subject to Disclosure and Barring checks along with other relevant employment checks including an online check.**

Some forms of employment, occupations and professions are exempted from the Rehabilitation of Offenders Act 1974.

Working within a School is exempted from the Rehabilitation of Offenders Act 1974.

You are applying for a role that is eligible for an enhanced DBS check and access to the barred list and if shortlisted for interview you will be required to complete the relevant self-declaration and disclosure form and taking into account the offences that are protected or filtered declare:

- All unspent convictions and conditional cautions.
- All spent convictions and adult cautions 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 2020).
- If you have been barred from working with Children and/or Adults at risk.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

The successful candidate will then be asked to complete an application for the relevant Disclosure and Barring Service check or if subscribed to the update service provide the necessary details to allow a check to be made.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

[Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/rehabilitation-of-offenders-act-1974)

The filtering rules were updated on 28 November 2020 as follows:

- warnings, reprimands, and youth cautions will no longer be automatically disclosed on a DBS certificate.
- the multiple conviction rule has been removed, meaning that if an individual has more than one conviction, regardless of offence type or time passed, each conviction will be considered against the remaining rules individually, rather than all being automatically disclosed.