**Advertising Request/Contact Form.**

**The deadline for job advert requests is 12 midday on Tuesday for them to be advertised that week, usually Tuesday afternoon/Wednesday morning.**

**Please ensure that you provide a job description and person specification with your request form or signpost applicants to where the documents can be found.**

**Please complete this form and send it to** school.adverts@sefton.gov.uk

**If you have any queries please contact Carol Watson Tel; 0151 934 3213**

**Please note that adverts are no longer placed in the press or education websites (e.g. TES).**

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| **Contact Details** |
| **Academy Name**  | **Liverpool Diocesan Schools Trust** |
| **Academy Address** | **11, Damfield Lane Maghull, L31 6DB** |
| **Academy Tel Number** | **07883 391217** |
| **Contact Name** | **Nicki Kettley** |
| **Contact E-mail** | **Nicola.kettley@ldst.org.uk** |

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| **Vacancy Details** |
| **Job Title** | **Trust HR Advisor** |
| **Contract Type** | **Permanent** | **●** | **Temporary** |  | **Casual** |  |  |
| **Fixed Term** |  | To: |  | From: |  |
| Reason for fixed term |  |
| **Hours of Work**  | **Full Time** | **●** | **Hours Per Week** | **36 hours per week** |
| **Part Time** |  | **Hours Per Week** |  |
| **Term Time Only** |  | **Plus No. Additional Weeks** |  |
| **Grade**  | **9** | Scale Point Range |  | **24-29** |  | Salary Range | **£33.024** | **-** | **£37,336** |

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| **Attached Forms** |
| **Candidate Information Pack** | **Yes** |
| **Application Form** | **Yes** |
| **Advert** | **Yes** |
| **Person Specification (PS)** | **No** |
| **Signpost for JD & PS if not attached** | **No** |

**Advert Wording**

**please do not attach a separate document**

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| **Salary**: Trust Grade 9 – SCP 24 – 29 (£33,024 to £37,336)**Hours**: 36 hours per week, 52 weeks per year (flexible working requests will be considered). **Accountable to**: Trust Human Resources Lead Location: This post is based at St Michael’s CofE High School, St Michael's Rd, Crosby, Liverpool, L23 7UL. However, the post holder will be required to travel to schools across the Liverpool Diocese covering Liverpool, Sefton, Knowsley, St. Helens, Warrington, Wigan, and West Lancashire. Remote working will also be available when appropriate.**Contract Type**: Permanent The Liverpool Diocesan Schools Trust are excited to be growing our family with this HR Advisor role. The successful candidate will be instrumental in fulfilling our purpose – Working together with our school communities, provide an excellent education underpinned by Christian values. We are unique in our values of difference, local focus, collaboration and inclusion and we are looking for a committed individual with strong HR acumen to embody these values.Working alongside the Trust HR Lead to provide HR support to Trust schools, being a point of contact for people managers’ queries on HR matters, ensuring you will be familiar with Trust policies and relevant legislation. You will regularly support with employee relations case work across schools within the Trust. You will contribute to upholding the Trust’s vision, values and ethos and treat everyone within the Trust with respect, offering high levels of HR support and customer service. You will also deputise for the Trust HR Lead when required. The closing date for applications is Friday 21st June at 10am. All completed applications should be returned by e-mail to: recruitment@ldst.org.uk. Interviews will take place on Friday 28th June. A candidate information pack can be downloaded from the LDST website, https://www.ldst.org.uk/current-opportunities/ |

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| **Completed application forms to be sent to:** | **recruitment@ldst.org.uk** |

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| **Closing date:**  | **Friday 21st June 2024** | **Time:** | **10am** |