VACANCY

HR Officer

Who are we:

Severndale Specialist Academy is a multi-site Academy catering for children with special educational needs in Shropshire. Our children and young people can access Severndale Specialist Academy from Nursery through to Post 19 and have a range of learning difficulties.

Purpose of the Post:

The purpose of this post is to effectively provide a professional HR service across the academy via the implementation of appropriate people management processes and practices and the effective management of any employee relations matters.

The successful candidate will be expected to work on their own initiative and have the ability to communicate professionally, courteously and politely with all members of staff at Severndale Academy and all external parties.

The role involves liaising professionally, courteously, and politely with all stakeholders, trustees, members of staff, students, and parents.

Role requirements:

- 5 GCSE's grades 9-4 (A* - C) including Maths and English
- CIPD Level 5 qualification or equivalent or willing to complete relevant training.
- Mental Health First Aider or willing to complete the training.

Skills required:

- Ability to lead and motivate staff to achieve the request business results.
- Effective communication skills, both verbal and written.
- Excellent organisational, time management and prioritisation skills.
- Good listening skills.
- Confidentiality, tact and diplomacy and sensitivity in dealing with staff and student issues.
- Honesty and integrity.
- Ability to work under pressure and with conflicting demands and deadlines.
- Proactive with ability to use own initiative.
- Confident
- Positive and motivated

What is included:

- Salary range Grade SO1. SCP 23-25. Starting from £17.85 per hour.
- 37 hours per week for 52 weeks of the year
- Generous annual leave entitlement, starting from 25 days per year increasing to 33 days with long service.
- Monday – Thursday Start: 7.30am/Finish: 3.30pm
- Friday – start: 7.30am/Finish:3.00pm
- Access to the School Advisory Service & Bike to work scheme
- Continuing Professional Development & Local Authority Pension Scheme

Closing Date: 12 noon Friday 7th November 2025

Interviews will be held on Monday 17th November 2025

If you want to further your career in a fast paced environment, then please complete the application form at www.severndaleacademy.co.uk and forward your information to our HR department at:

recruitment@severndaleacademy.co.uk

The Learning Community Trust is committed to safeguarding and promoting the welfare of children and young people. All post holders working in regulated activity with children, are required to have an enhanced DBS check (including a check on the children's barred list).

References will be required for all shortlisted candidates, prior to interview and these will be checked following the Learning Community Trust recruitment and selection process. In line with the Statutory Guidance Keeping Children Safe in Education an online check will also be undertaken for all shortlisted candidates prior to the
interview. Shortlisted candidates will also be required to complete a criminal self-disclosure declaration, posts that involve working in regulated activity are exempt from the Rehabilitation of Offenders Act, please note it is a criminal offence for individuals on the barred list for children to apply for any post working with children.
For more information, please refer to The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, for information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.
We are committed to equality and diversity and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education.