



King's Group  
Academies

# KING'S GROUP ACADEMIES

## Human Resources Support Officer

**Permanent 37 hours per week, 52 weeks per year**

**Salary – KGA Pay Scale Band 6, Points 9 to 13  
ie: £21841pa to 25481pa**

Kings Group Academies (KGA) are looking for an experience HR generalist with knowledge of the education sector to work across our Multi Academy Trust which currently comprises of eight academies (both primary and secondary).

Reporting to and working closely with the Director of Human Resources and collaboratively with colleagues including School Business Managers, Finance colleagues and Heads/Principals. You will set up and ensure the ongoing provision of a centralised HR support service spanning all aspects of the 'employee lifecycle'. This includes staff appointments, absences, contractual changes, leavers and ensuring these are reflected in the payroll system.

You will be confident to review and make recommendations to improve HR policies, systems and procedures. With strong communication skills so you can explain them to colleagues.

This is a new role and so is a real opportunity to get involved in the creation of a centralised HR function from the get-go. The post holder will be based in one of our Portsmouth Academies with some occasional travel to our other locations which currently include Berkshire and East Sussex.

Job description and person specification are available by email from Amanda French at [amanda.french@kingsacademies.uk](mailto:amanda.french@kingsacademies.uk) or from the KGA website <https://www.kingsacademies.uk/page/?title=Vacancies&pid=39>.

Completed application forms are to be returned by email to:  
[Lorraine.walsh@kingsacademies.uk](mailto:Lorraine.walsh@kingsacademies.uk)

Closing date for applications is Monday 11 October 2021 at 9am.

Interview date: Friday 15 October 2021 (via zoom).

King's Group Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts within our academies are exempt for the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and complete an Enhanced Criminal Records Disclosure via the Disclosure and Barring Service (DBS)