



Human Resources Advisor

HR Advisor

Grade 9 SCP 24-27

**£34,315 - £37,035
Per Annum**

(pro rata for term time
working to be agreed)

Permanent Contract

**37 hours per week
Wholtime or Term
Time working
considered**

**Closing Date: 9am
Monday 2nd
December 2024**

**Interviews W/C 9th
December 2024**

**Bishop Hogarth Catholic
Education Trust, The
Headlands, Darlington DL3 8RW**

We are seeking an enthusiastic and motivated HR Advisor to join our vibrant HR team to assist with the delivery of an effective HR service across our 35 schools, covering Darlington, Durham, Hartlepool and Stockton-on-Tees.

Every day offers new challenges in this busy and varied role, where the postholder can expect to be involved in a range of HR activities. You will be a first point of contact to our Headteachers and Leaders, offering a professional and responsive advisory service.

Duties will include supporting in a range of employment policies, with particular emphasis on absence management and casework – including discipline, grievance and capability.

The role requires strong organisation and IT skills, as well as having the desire and passion to deliver high standards of work.

We can offer:

- Generous 32 days annual leave entitlement.
- The opportunity to be part of a dynamic and successful team.
- Access to Local Government Pension Scheme
- Networking opportunities
- Flexible working patterns

To apply, please send all documents to recruitment@bhcet.org.uk by 9am on Monday 2nd December 2024. Application forms and further information can be found at bhcet.org.uk/job-vacancies