

# HR Administrator



We are Humber Education Trust.



# Application Pack

## We are Humber Education Trust.



Our vision is to develop a high performing Multi Academy Trust that delivers the very best educational experience for all children and young people.

We grow, develop, support and improve our schools across the Trust, with a clear focus on raising standards, encouraging innovation and strengthening the ethos of the Trust to ensure that we have a positive impact on all of the children and young people within the Trust.

As a partnership, our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. As a trust, we drive these aims further and faster for the benefit of our pupils and our communities.

We are delighted to be recognised as one of the top performing Multi-Academy Trusts in the country\*.

Humber Education Trust is supported by a strong Trust Board who provide effective support and the challenge required to ensure that we build on our track record of excellence to provide strategic partnerships to improve quality, share best practice and operate effectively and efficiently. We believe passionately that every penny that comes into a school should be spent on the development and provision of a first-class standard of education for all.

Humber Education Trust is a growing trust of 17 schools (13 primary schools and 4 special schools). We have a strong moral purpose and a

determination to provide the best education possible for the children in our care.

- We always put the needs of children first
- We celebrate what joins us and also what makes our schools unique
- We embrace links with other education providers as we seek the best outcomes for children
- We have high aspirations for everyone in the school community
- We personalise the support offered to pupils, staff members and schools alike
- We believe in system leadership
- We are passionate educators of everyone in the school community
- We welcome challenge as this promotes positive change
- We are determined to achieve the best outcomes for every individual
- We are relentless in our pursuit of excellence

Thank you for showing an interest in working within our Trust. I wish you well with your application.

\*(based on KS2 outcomes and Trusts with more than 10 schools)



**Rachel Wilkes OBE**  
**Chief Executive Officer**





# Human Resources Administrator

## **CAMBRIDGE PARK ACADEMY HR ADMINISTRATOR**

<b>Grade:</b>	6, SCP 14 – 19
<b>Salary:</b>	£29,540 - £32,061 FTE, £25,488 - £27, 663, £15.31 - £16.62 per hour
<b>Hours of work:</b>	37 hours per week, Monday – Friday
<b>Contract:</b>	Permanent, Term time + 5 training days (195 days)
<b>Start date:</b>	April 2026

An exciting opportunity has arisen for a highly organised and proactive HR Administrator to join Cambridge Park Academy. This key role supports the smooth running of our HR processes and plays an important part in ensuring a safe, compliant and well-supported working environment for all staff.

As our HR Administrator, you will oversee the full recruitment and selection process, ensuring all procedures are carried out in line with safer recruitment and Keeping Children Safe in Education (KCSIE) guidance. You will also be responsible for maintaining an accurate and up-to-date Single Central Record, supporting sickness management procedures, and providing high-quality administrative support across a broad range of HR activities.

### **JOB REQUIREMENTS:**

- To manage the recruitment and selection process in line with safer recruitment guidance
- To maintain the Single Central Record
- To support the implementation of the Sickness Management Policy and procedure across the school
- To provide an effective Human Resources administrative support service to the school
- Pro-actively support the effective application of terms and conditions of employment and provide advice on informal and initial stages of HR policies and procedures

### **THE IDEAL CANDIDATE WILL HAVE:**

- GCSE English and Maths Grade A-C (or equivalent)
- Experience of working in an administrative environment
- Knowledge of safer recruitment guidelines and KCSIE.
- To have an understanding of Teachers' and NJC local government Terms and Conditions of Service.
- Experience of note taking and providing minutes of meetings to support investigations or other meetings as necessary within the school.

***If you believe you are the right person for the job, then we would love to hear from you.***



**HumberEducationTrust**  
Where everybody counts, every moment matters.



# Human Resources Administrator

## **AS A MEMBER OF HUMBER EDUCATION TRUST, WE OFFER:**

- Commitment to securing the very best provision and outcomes for all children.
- A Trust with expertise in every area of the curriculum, both in primary and special settings, through our Teaching & Learning Ambassadors and peer networks.
- Outstanding individually tailored continual professional development for staff at all levels.
- Staff who feel valued and supported in their roles.
- A caring and safe environment where we recognise the diverse needs of our community, ensuring our young people from all backgrounds thrive.
- Ethical working with mutual respect and collaboration.

***Visits to our school are welcome by appointment.***

### **HOW TO APPLY:**

Please visit our [Eteach careers page](#) to apply for this vacancy. All candidates are advised to refer to the job description and person specification before making an application. Early application is encouraged. We will review applications throughout the advertising period and therefore reserve the right to close the advert early should sufficient applications be received

**Closing date for completed applications:** 8am, Thursday 26 March 2026

**Interview date:** Tuesday 31 March 2026

For an informal discussion, please contact Sue Bates, PA to the Principal, at The Cambridge Park Academy on Tel: 01472 230110

As part of Humber Education Trust's recruitment processes, in accordance with statutory KCSiE guidance, an online search will be carried out on all shortlisted candidates. Those shortlisted for interview will also be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

### **CONDITIONAL OFFER:**

Any offer of employment to this post will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of qualifications, satisfactory references and eligibility to work in the UK checks. Shortlisted candidates will be subject to an online search and required to complete a self-declaration of their criminal record.

### **SAFEGUARDING STATEMENT:**

Humber Education Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.



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# Human Resources Administrator

**JOB TITLE:** Human Resources Administrator **GRADE:** 6

**EVALUATION DATE:** 25 September 2020 **JE NUMBER:** HET52

**STATEMENT:** To show at all times, a personal commitment to treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Trust's Equality Statement and Code of Conduct.

**PURPOSE:** Under the direction of the School Business Manager (SBM) and the Central HR Team, the postholder will be responsible for providing a proactive professional, high quality Human Resources administrative and support service for the school(s) ensuring compliance with the relevant employment legislation and any statutory requirements. The postholder will ensure an accurate and consistent service is provided to the school(s) and internal records, processes and procedures are effectively maintained to ensure best practice is implemented. The post holder will be part of a team.

## PRINCIPAL ACCOUNTABILITIES:

1.0	<b>Employment of Staff</b>
1.1	<p><b>Recruitment and Selection</b> To manage the recruitment and selection process in line with HET's Safer Recruitment Policy, by working closely with the School Business Manager including:</p> <ul style="list-style-type: none"> <li>a) Placing adverts, sending out application forms, logging and photocopying application forms, providing panels with short listing packs, producing interview packs and invite to interview letters/reference request letters,</li> <li>b) Undertaking pre-employment checks for population onto the Single Central Record,</li> <li>c) Produce and issue offer letters and contracts of employment,</li> <li>d) Ensuring all relevant paperwork is sent to payroll for processing.</li> </ul>
1.2	To maintain the Single Central Record and ensure it is kept up to date regarding any staffing changes.
1.3	To advise on and support where necessary, the processing of new appointments and changes to existing terms and conditions including preparing and checking conditional offer letters and employment contracts, in line with HET's templates.



# Human Resources Administrator

2.0	<p><b>Sickness Management</b> To support the implementation of the Sickness Management Policy and procedure across the school, including:</p> <ul style="list-style-type: none"> <li>a) Being responsible for staff sickness/absence records, keeping them up to date and secured safely</li> <li>b) Analysing monthly sickness reports to identify potentially poor attendance and patterns of poor attendance</li> <li>c) Referring employees to occupational health and counselling as necessary</li> <li>d) Support the initial informal stage sickness review meetings and return to work interviews for employees, as directed.</li> </ul>
3.0	<p><b>Administration and Information Management</b></p> <ul style="list-style-type: none"> <li>a) To provide an effective Human Resources administrative support service to the school (s) including organising and maintaining effective filing systems, organising meetings and events, taking notes and providing minutes as required.</li> <li>b) To be responsible for uploading and quality checking HR documents onto the school's website with accuracy and attention to detail.</li> <li>c) To operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet, Microsoft teams) and input, retrieve and analyse workforce data within the HR/Payroll system.</li> <li>d) Produce workforce/management information.</li> <li>e) Provide administration support on payroll and pension queries.</li> <li>f) Implement any changes to salaries for support staff and teachers on an annual basis, as necessary and provide teachers with an annual pay statement.</li> </ul>
4.0.	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>a) Pro-actively support the SBM and SLT in relation to the effective application of terms and conditions of employment and provide advice on informal and initial stages of HR policies and procedures, seeking advice when necessary from the HET HR provider.</li> <li>b) Assist in the implementation and communication of new and revised policies and procedures in line with Trust's requirements, to assist in ensuring that all staff are aware and understand these policies and procedures, including the induction of new employees to the school.</li> </ul>
5.0	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>a) Promote and safeguard the welfare of children and young people.</li> </ul>
6.0	<p><b>Confidentiality</b></p> <ul style="list-style-type: none"> <li>a) To maintain confidentiality and integrity at all times and comply with relevant legislation requirements including Safeguarding and Data Protection/GDPR.</li> </ul>



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7.0	<p><b>Training and Development</b></p> <ul style="list-style-type: none"> <li>a) Participate in training and other learning activities and performance development as required as part of ongoing personal training and development. Recognise own strengths and areas of expertise and use these to advise and support others.</li> <li>b) Provide administrative support for making bookings for staff courses and keep CPD files up to date as directed.</li> </ul>
8.0	<p><b>Marketing</b></p> <ul style="list-style-type: none"> <li>a) Support the development of the school's website, developing, updating and maintaining the HR administrative areas of the site.</li> <li>b) Assist in ensuring that the schools and the Trust's image is enhanced through the involvement of stakeholders in decision-making and the development of a professional corporate image.</li> <li>c) Promote the trust positively to external stakeholders.</li> </ul>

**GENERAL:** The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the trust are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in Humber Education Trust.

## DIMENSIONS:

### 1. Responsibility for Customers/Clients:

The job impacts on all trust stakeholders in relation to all principle accountabilities.

### 2. Responsibility for Budgets:

The post holder may contribute to supporting the management and monitoring of the training budget and recruitment and advertising budget with the School Business Manager.

### 3. Responsibility for Physical Resources:

The post holder is responsible for the security of data, including sensitive records, implementing policies, procedures and information and ensuring that they meet HET's requirements.

## ORGANISATION CHART:

**Headteacher**



**School Business Manager**



**Human Resources Assistant      -----      HET HR Provider**



# Human Resources Administrator

	Not applicable	Low	Moderate	High	Very High	Intense	Supporting Information
<b>PHYSICAL DEMANDS:</b> Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).		✓					Ability to work across two sites.
<b>WORKING CONDITIONS:</b> Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).	✓						
<b>EMOTIONAL DEMANDS:</b> Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		✓					Dealing with sensitive staffing issues (sickness absence).



# Human Resources Administrator

PERSON SPECIFICATION				
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. *Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring CRB's), T = Test/Assessment, P = Presentation		Essential	Desirable	How identified
1.	<b>Qualifications:</b>			
	Foundation level (level 3) CIPD qualification or NVQ Level 3 (in relevant subject)/two A' levels		✓	AF
	Demonstrable experience of working in a HR environment.		✓	AF
	Demonstrable experience of working in an administrative environment	✓		AF
	Good numeracy/literacy skills (e.g. minimum of grade C (4 and above) at GCSE or equivalent) in both English and maths.	✓		AF
	ICT qualification i.e. ECDL or equivalent		✓	AF
2.	<b>Relevant Experience:</b>			
	Previous experience of working in a Human Resources environment, providing first level advice, processing new starter information, producing contracts and offer letters.		✓	AF
	Experience of using software packages to store, retrieve and analyse data/general clerical/administrative work. Including Microsoft Office/Excel/PowerPoint/Publisher/Email etc.	✓		AF
	Experience of working with and building positive relationships with a range of people.	✓		I/R
	Experience of working to competing deadlines.	✓		I/R
	Experience of note taking and providing minutes of meetings to support investigations or other meetings as necessary within the school.	✓		I/R
	Experience of working with schools.		✓	AF
3.	<b>Skills (including thinking challenge/mental demands):</b>			
	<b>Numeracy skills</b> – able to work with, analyse and manipulate numbers and data in order to produce accurate employee related information.	✓		I/R
	<b>Persuasion and negotiating skills</b> – ability to demonstrate a confident and approachable manner using tact, diplomacy and sensitivity.	✓		I/R
	<b>Analytical and problem-solving skills</b> – able to unpick data and/or a problem, and provide options for a way forward.	✓		I/R
	<b>Time management and personal organisation skills</b> – able to manage own time, prioritise work and deliver what has been promised to agreed timescales and quality.	✓		I/R
	<b>Planning and organisation skills</b> – able to plan, and arrange meetings and events.	✓		AF/I/R
	<b>IT</b> - Good IT skills and the ability to compile, manage and analyse data	✓		AF/I/R
	<b>Initiative</b> - ability to work on own initiative and organise own workload under supervision, working to tight and often changing timescales. Ability to self-evaluate learning needs and willingness to participate in training and development opportunities.	✓		I/R



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	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		I/R
	Ability to build and maintain effective working relationships at all levels with staff in school and other professionals within the HET Central Team.	✓		I/R
<b>4.</b>	<b>Knowledge:</b>			
	A knowledge and commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults	✓		I/R
	Knowledge of relevant policies/codes of practice and awareness of relevant Employment legislation.	✓		AF/I/R
	Knowledge of safer recruitment guidelines and KCSIE.	✓		AF/I/R
	Understanding of the issues surrounding safeguarding of children and commitment to child welfare and safety.	✓		I/R
	Working knowledge and effective use of computerised systems – Microsoft Office Word, Excel	✓		AF/I/R
	Working knowledge of HR/ Payroll systems.		✓	AF/I
	To have an understanding of Teachers' and NJC local government Terms and Conditions of Service	✓		I/R
	Understanding of the importance of Equality and Diversity at work.	✓		I/R
<b>5.</b>	<b>Interpersonal/Communication Skills:</b>			
	<b>Verbal Skills</b>			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people and/or vulnerable adults	✓		I/R
	Excellent verbal communication skills with an enthusiastic, respectful and polite manner and interacts with people in a helpful and positive way. Able to work constructively and positively as part of a team.	✓		I/R
	Team player, personable, emotionally intelligent with a sense of humour	✓		I/R
	<b>Written Skills</b>			
	Able to draft grammatically correct and professional reports and documents with accuracy and attention to detail.	✓		AF/I/R
	Use of e-mails and other electronic communications systems.	✓		I/R
<b>6.</b>	<b>Other:</b>			
	Integrity and openness – is honest, open and professional in everything they do.	✓		I/R
	Maintains high levels of confidentiality at all times.	✓		I/R
	Ability to present a smart professional image in line with the Dress Code of the trust and promotes the school and the Trust to others.	✓		I/R
	Commitment to staff's and own personal development.	✓		I/R
	Diversity and difference – values and shows respect for others at all times.	✓		I/R



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	<b>Team work:</b> is positive and helpful, listens, involves, respects and learns from the contribution of others, working effectively in teams when appropriate.	✓		I/R
	Ability to work between more than one site within the Trust.	✓		I
<b>7.</b>	<b>Disclosure of Criminal Record:</b>			
	The successful candidate's appointment will be subject to Humber Education Trust obtaining a satisfactory Enhanced DBS Disclosure from the Disclosure Barring Service	✓		DBS Disclosure

I have read and accept the role of Human Resources Administrator:

Name:

Signed:

Date:

## We are Humber Education Trust.

Our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. This is inclusion in its truest sense. We recognise that as every child needs different things to achieve the same end point, their full potential, so too do the schools that nurture and develop those children.

One size does not fit all.

Our commitment stretches across the breadth of our community with children firmly at the heart of all that we do. We are outward looking, embracing links with other education providers and agencies as we all seek the best outcomes for children.

We believe in innovative staff development opportunities at all levels, so that our teams enable our pupils and families to shine. We are passionate educators, both of ourselves and of others, prioritising resources to have the greatest impact, every minute of every day, on the children we serve.

We welcome challenge as this promotes positive change. Our determination to achieve the best outcomes for every individual means that we are relentless in our pursuit of excellence.

Only our best is good enough.

**This is us. Humber Education Trust.**





# Join our Team

## We value our employees



The following **benefits** are available to employees within our academies:

### Financial

- Competitive Salary
- Teacher's Pension & Local Government Pension Scheme
- Occupational Sick Pay
- Generous Leave of Absence Policy

### Family Friendly

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working

### Employee Benefits - Permanent Contracted Employees & Fixed Term

- Staff Wellbeing EAP - 24/7 support
- Confidential GP, nurse and counselling service
- Physiotherapy
- SAS Gym and 12 week weight management programme
- Preparing parents programme
- Financial wellbeing support
- Discounts on high street brands and stores via online discount platforms
- Discounted Gym Membership
- Discounted hotels via Hilton, Hampton by Hilton and Marriott Hotels

### Professional Development

- Continuous Professional Development for all staff including mentoring and professional coaching
- Access to further qualifications, leadership courses, apprenticeships
- Supportive, diverse staff team, committed to collaboration and improvement, who will work with you to achieve your goals and make a difference to children and young people

*The opportunity to make a real difference to the lives of our students*