



Improving Outcomes Transforming Lives Enabling Social Mobility

Welcome from the CEO

Thank you for showing an interest in our pupils, our schools, and our Trust. This is an exciting time to join Orion Education. We are a very different organisation in 2025 than we were four years ago.



Simon Garrill
Chief Executive Officer

Thank you for taking the time to look, and for showing an interest in one of the roles in our schools. In a long career in education, starting out as an English teacher, I have loved the fact that I get to work with some fantastic young people and a group of like minded professionals who have a real passion for their work and share the same values. There aren't many professions where that is the case.

We are driven by our desire to do the best for our young people. Our reason to exist is to improve outcomes, transform lives and enable social mobility. Our values of trust kindness and endeavour underpin our work, and we succeed through ensuring a healthy culture and academic rigour. This emphasis on leadership involves nurturing a robust pipeline of leaders deeply committed to our values and mission. Collaborative partnerships are integral to our goals, as we seek to forge strong partnerships to amplify our impact.

At Orion Education, we take pride in the work that we do to develop our teachers and our leaders. Our approach to instructional coaching and leadership development has been recognised nationally. We are at the forefront of a coaching model that supports you in making the most of your career. Our expectations of ourselves and each other are high. In return we offer you unrivalled professional development, so that you can fulfil your own ambitions. Finally, I am extremely grateful for your interest in our Trust. We are moving forward at a rapid rate and it's an exciting time to join us.

Simon

Our Four Critical Questions

**Why do
we exist?**

To improve outcomes, transform lives and enable social mobility.

Trust • Kindness • Endeavour

**How do we
behave?**

**What do
we do?**

We create a strong network of schools which transform the lives of students by enabling them to achieve high educational and personal goals, regardless of their background.

Through a clear backbone,
strong culture, academic
rigour and smart systems.

**How do we
succeed?**

The Orion Backbone

Mission & Values

All schools share the trust four critical questions. We exist to improve outcomes, transform lives and enable social mobility.

Curriculum

The curriculum within our schools is designed around our principles of focused, coherent, sequenced, and inclusive. Where we can enhance collaboration and reduce workload, we standardise some elements. However, teachers do adapt the curriculum based on the needs of the students in their class.

Assessment & Feedback

Our assessment and feedback calendar captures the rhythm of our assessment and data collection. Data driven instruction and responsive teaching ensure that formative assessment is central to pedagogy.

Safeguarding & Attendance

Safeguarding is the responsibility of all. Our standardised approach to safeguarding and the support that we give our schools ensures that all children are kept safe. External reviews scrutinise the work that we do.

Quality Assurance

Our school workflow captures the rhythm of the work that we do. We undertake regular cycles of structured monitoring to ensure that our schools are accelerating the progress of the students in their care.

CPD

We allocate 7 training days to the teachers in our schools. All our teachers take part in instructional coaching. In addition, we provide enhanced levels of training for our leaders to develop their expertise in their current role and to prepare them for their next role.

Workload

Schools are expected to streamline workload as much as possible. We limit the number of assessment points within our calendar and ensure that teachers do not undertake unnecessary administrative tasks.

Teaching

Teaching is responsive to the needs of pupils. Our lesson framework based on the Rosenshine principles helps teachers to frame learning. However, we understand that each lesson will be different and will be designed to meet individual needs of pupils with adaptive teaching.

Behaviour & Routines

It is essential that we have the highest expectations of behaviour within our schools. Good discipline and order are the foundation upon which pupils learn. Our common culture rubric and our behaviour, along with a codified approach to routines ensures that our schools are great environments in which to learn and teach.

SEND

Adaptive teaching is at the core of our approach to meeting the individual needs of pupils. We share best practice and undertake annual reviews of SEND to ensure that pupils make progress. All our schools are open and welcoming places for pupils with SEND.

Performance & Appraisal

We share a common approach to performance management and appraisal by providing a highly supportive and professional environment. Our talent programme ensures that colleagues who are talented and ambitious to progress are supported to do so.

Operations

We take pride in running our schools well. Governance, IT, estates, finance, communications, and marketing are all within our Backbone.

The Orion Backbone provides clarity on the elements of our schools that are standardised or aligned.

Our Schools

There are currently four secondary schools and four primary schools within the Trust. Four of the primary schools and three of the secondary schools are located within Bromley, South East London. A further secondary is close to Canterbury in Kent. These schools include:

Secondary Schools



**Orion
Eden Park**

11 - 18



**Orion
Coopers**

11 - 18



**Orion
Spires**

11 - 16



The
Ravensbourne
School

11 - 18

Primary Schools



**Orion
Blenheim**

4 - 11



**Orion
Mead Road**

4 - 7



**Orion
Ravensworth**

4 - 11



**Orion
Scotts Park**

4 - 11

Candidate Charter

Orion Education wants every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

Our Commitment to You

- **Transparency** we will treat you with respect, honesty and fairness
- **Protecting your privacy** we'll ensure your information is secure and handled sensitively
- **Understanding** you'll be given everything you need to make informed decisions
- **Showcasing** talent we'll provide a good opportunity for you to share your skills, experience and potential
- **Feedback** we will provide constructive feedback professionally and promptly
- **Listening** we welcome feedback and we'll act on what you have to share
- **Inclusivity** our hiring decisions align with our commitment to create a high quality, diverse workforce

We Will

- Provide you with clear, accurate and timely information
- Give you the opportunity to ask questions – and we'll ensure you get the answers you need
- Respond to enquiries promptly and usually within 24 hours during the working week
- Adopt a fair and consistent assessment process
- Make sure you have all the documentation and details you need for an interview, well in advance
- Provide you with real insight about what it's like to be part of our team
- Ensure all offers are fair and equitable
- Seek feedback on your experience at every opportunity, so we can continue to improve

In Return We Ask that You

- Be honest and upfront about your experience, aspirations and motivations
- Provide open and accurate information when submitting an application
- Always give yourself the best opportunity to succeed - research who we are and how we work
- Let us know if situations change in relation to your interest - and help us understand why
- Prepare yourself for interview and let us know how we can support you

Your Wellbeing at Orion Education

We know that, to achieve our vision, it is our people who will make the big difference. That is why we are continuously reviewing our wellbeing offering through the implementation of our wellbeing strategy.

Wellbeing Strategy

Our strategy aims to represent a commitment to an integrated approach to staff wellbeing that creates:

- a sense of belonging
- an environment and culture based on our vision, mission and values
- an environment where staff wellbeing is integrated into day-to-day practices
- an environment that recognises skills and encourages personal development
- encouragement and support for employees to develop and maintain a healthy lifestyle
- support for people with manageable health problems or disabilities to maintain access to or regain work
- improved staff satisfaction, recruitment and retention.

Our Commitment

- development of the Orion Education wellbeing charter
- protected time for PPA
- needs based flexible approach
- improving working lives through employment policies such as flexible working, absence management, menopause, mental health and dignity at work
- creating a safe place to work through health and safety strategy and initiatives
- ensuring that all line managers support staff through regular line management meetings
- decreasing the interval between treatment and return to work through occupational health referral and advice
- career development through continual professional development (CPD)
- personal support through the Employee Assistance Programme counselling service
- adherence to the rarely cover policy
- reducing workload through sharing best practice and agreeing smarter ways to work in line with the backbone.

Why work for us

Competitive salaries

We offer competitive salaries for both teaching and non-teaching staff based on the type and level of role you do with automatic pay progression for main scale teachers. Pay ranges are reviewed annually with our recognised unions.

Pension Scheme

All contracted members of staff will be automatically enrolled into a career-average pension scheme with either the Teachers' Pension Scheme or the Local Government Pension Scheme (whichever is appropriate). You don't pay tax or National Insurance on your contributions and Orion Education adds a generous employer contribution, which varies depending on your salary.

Professional Development

Key to our ongoing success our development programmes are second to none.

Our commitment to instructional coaching ensures a consistent approach to teacher development across our schools.

Our Trust conference, online CPD modules and in-school service training supports you to achieve your goals whatever they might be.

Additionally, our programme of Trust Twilights provides our teachers with opportunities for deliberate practice and curriculum development planning.

Our early career teachers benefit from weekly mentoring and coaching, alongside a thorough training programme and additional Trust-wide events.

We also have opportunities for practitioner research and access to an NPQ programme through National Institute of Teaching.

Benefits

For a full list of our benefits, please visit our website [Orion Education - Staff Benefits](#)

About The Role

HR Apprentice

Are you an organised and proactive HR professional looking to make a real difference in education? Orion Education Trust – a forward-thinking Multi-Academy Trust – is seeking an HR Apprentice to support our people operations and help ensure smooth, compliant HR and payroll processes across our schools.

In this role, you will support the HR team in delivering effective HR services to all schools, including recruitment, employee relations, and payroll administration. You will play a key part in maintaining accurate records, supporting HR projects, and ensuring compliance with policies and procedures.

You will be a confident communicator with strong administrative skills and some experience in HR or payroll. You will be calm, organised, and able to meet deadlines while responding efficiently to challenges. You will work well both independently and as part of a team, building positive relationships across the Trust.

By supporting the HR function, you will help promote the vision and values of the Trust, ensuring staff are supported to achieve their best and maintain high standards of well-being.

This is a fantastic opportunity to contribute directly to the success of our schools and make a meaningful impact on the experience of our employees.





Job Description

Job Title	HR Apprentice
Salary	£20,000
Contract Type	Fixed Term
Working Hours	Full Time – 36 hours per week
Location	Mansion House, Hawkwood Lane Chislehurst Kent BR7 5PS (with travel)
Reporting To	TBC

Job Purpose

The HR Apprentice supports the HR team in delivering efficient, compliant, and professional HR services across Orion Education. This includes assisting with recruitment, onboarding, HR administration, employee relations, payroll coordination, and data management. The role is key in ensuring the smooth running of HR operations and supporting school leaders in the consistent application of Orion Education's people policies.

Key Responsibilities

Recruitment and Onboarding

- Support the Trust with recruitment administration in line with Orion Education's Safer Recruitment Policy.
- Prepare and post job advertisements, coordinate shortlisting and interviews, and issue offer letters and employment contracts.
- Carry out all necessary pre-employment checks and maintain the Single Central Record (SCR).
- Support onboarding and induction processes for new starters, ensuring documentation and systems are completed accurately. people policies people policies

HR Administration

- Maintain and update staff records and HR databases, ensuring accuracy and confidentiality at all times.
- Support the administration of staff changes, including contract variations, probation reviews, and leavers.
- Maintain digital HR files and ensure compliance with data protection requirements.
- Support the HR Director with compiling regular HR reports and audit documentation.

Employee Relations and Support

- Provide first-line HR advice to staff and managers, referring complex matters to the HR Director or HR Business Partner.
- Support HR colleagues in managing employee relations cases, including note-taking, documentation, and coordination of meetings.

- Assist in the administration of absence management, maternity/paternity leave, and other employment matters.

Payroll and Data Management

- Support the HR & Payroll Manager to ensure accurate payroll input each month.
- Ensure starters, leavers, and contractual changes are correctly processed.
- Assist with HR reporting and data analysis to support strategic decision-making.
- Update and maintain personnel records on the HR & payroll system

Learning, Development, and Compliance

- Track and log staff training and professional development records.
- Support the delivery of HR-related briefings and induction sessions.
- Contribute to ensuring all HR processes comply with employment law, safeguarding, and data protection standards.

Person Specification

Skills, Capabilities and Experience

Essential

- Experience in HR administration and support roles.
- Working knowledge of HR processes and employment law.
- Excellent organisational and time management skills.
- Strong written and verbal communication abilities.
- High attention to detail and accuracy.
- Proficient in Microsoft Office and HR information systems.
- Ability to maintain confidentiality and handle sensitive information.
- Positive, proactive attitude and a commitment to teamwork.

Desirable

- Experience working in an education or multi-site organisation.
- Familiarity with safer recruitment and the Single Central Record.

Please note that this is an outline of the general duties expected of the HR Apprentice and is not intended to be exhaustive.

Orion Education is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and where applicable, a prohibition from teaching check will be completed for all applicants. Orion Education is fully committed to equality and to valuing diversity as an employer and a provider of education.

Orion Education

Mansion House, Orion Coopers
Hawkwood Lane, Chislehurst
Kent, BR7 5PS

020 8290 8505
info@orionedu.org.uk

