



July 2026

Dear Applicant,

HR Administrator - L4 pts 9 - 14
£23,689 per annum
37 hours per week / 39 weeks per year
(Term Time plus 5 training days)

Thank you for your interest in joining Chiltern Learning Trust. This is a rewarding time to be part of our schools, which continue to perform strongly as the Trust grows.

We are looking for a HR administrator to join The Thomas Alleyne Academy in Stevenage, supporting the Headteacher and Senior Leadership Team on a day-to-day basis. You will also work closely with our Central HR Team, giving you exposure to Trust-wide processes alongside school-level administration.

The right candidate will be well-organised, personable and comfortable managing a varied workload with accuracy and care. Previous office experience is essential; experience within an HR setting would be an advantage but is not required.

Chiltern Learning Trust is committed to safeguarding and promoting the welfare of children and young people. This post is subject to an enhanced DBS check, satisfactory references and our full safer recruitment process. We welcome applications from all sections of the community.

If you would like more information, or an informal conversation about the role, please contact Laura Townsend, HR Manager, at hr@chilternlearningtrust.org or on 01582 550789.

We may close this vacancy early if we receive a strong response, so we would encourage you to apply as soon as possible. The final closing date is **9.00am on Monday 3rd August 2026**, and applications should be submitted via www.mynewterm.com.

Yours faithfully,

Adrian Rogers
Chief Executive