



ATHENA
LEARNING TRUST



People & Payroll Administrator

Applicant Pack

Closing date:

13th July 2026

Interview date:

To be confirmed

Join Athena - Inspiring World-Class Education Together!

At Athena, we are a passionate and forward-looking educational organisation committed to providing world-class education and helping individuals **lead great lives**. Our core values of "**dream big, take responsibility, and be kind**" guide our mission to create a supportive and inclusive learning environment where everyone can excel and grow.

Job Title:	People & Payroll Administrator
Base:	Newport Industrial Estate, Launceston
Closing Date:	13/07/2026
Interview Date:	TBC
Vacancy Start Date:	ASAP
Contract Type:	Permanent
Salary:	£13.45 - £13.97 ph



Being an Athenian

At Athena, we believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community, where students, educators, and parents collaborate to achieve academic excellence and personal growth. Our commitment to "**dream big, take responsibility, and be kind**" underpins everything we do, inspiring our students to aim high, take ownership of their learning, and treat each other with respect and compassion.

We are inspired by wisdom, creativity and learning. Determined to create a world where all children get to go to great schools, our mission is to provide the knowledge and education to bring opportunities, choices and freedom.

If you want to be part of an inspirational team of big thinkers who will support you to develop your full potential and value your knowledge, passion, wellbeing and commitment, it sounds like you could be on your way to joining us and becoming an Athenian.



What makes Athena different

Our Commitment to you

We recognise that all of our people have a role to play in ensuring our students have access to world-class education and so each one is valued. We are committed to creating an inclusive and supportive work environment that promotes both personal and professional growth. We put staff wellbeing first and here are some of the benefits and perks you can enjoy as a member of our team:

Impact: positive outcomes for our students

Leaders: we see everyone as a school leader

Wellbeing: ensuring your time off is for you

Generous pension: the local government pension scheme

Employee Wellbeing Initiatives: support your physical, mental, and emotional health

Benefits: Enjoy access to various discounts, benefits, and rewards to enhance your lifestyle.

Join us on this journey to inspire greatness in ourselves and others. Together, we can create a brighter future and make a lasting difference in the lives of our students and the communities we serve.

People

passionate about making a difference in the lives of each other and our students

Development

investing in our employee's growth and development

No burn out

cut low-impact workload and champion staff wellbeing

Support

valuing our employee time and impact by investing it well and providing wrap around support

Flexibility

flexible working to promote work-life balance where possible



Role Summary

As a vital member of the People team, the role involves delivering efficient administrative and processing support across payroll and human resources functions. This includes ensuring accurate payroll preparation, maintaining meticulous records, and providing professional assistance to support seamless operations within the organisation's HR processes.

What you will be doing

Build Knowledge:

- Ensure timely and accurate preparation of payroll instructions for monthly processing, contributing to knowledge of payroll procedures.
- Maintain precise records of payroll data in accordance with policies and legislation, fostering understanding of compliance requirements.
- Process starters, leavers, and staff changes with precision to guarantee accurate payroll processing, deepening knowledge of personnel management.
- Manage statutory payments and pension schemes meticulously, adhering strictly to regulations, enhancing understanding of legal frameworks.
- Provide comprehensive assistance with general payroll and pension issues, including thorough preparation of information and reports, contributing to expertise in payroll administration.
- Actively engage in staff meetings and professional development opportunities to enhance HR knowledge and skills.

Build Trust:

- Support the seamless onboarding of future schools onto HR and payroll systems, fostering trust through effective system implementation.
- Provide professional and confidential administrative services within the People Team, building trust through reliable support.
- Uphold strict confidentiality in handling sensitive HR and payroll data, ensuring compliance with data protection regulations and safeguarding principles.

Prioritisation:

- Maintain accurate records of personnel and payroll systems to ensure efficient management, enhancing organisational knowledge and efficiency.
- Offer prompt HR-related information to managers and employees, with timely escalation of complex issues, demonstrating prioritisation skills and fostering trust.

Clarity and Energy:

- Facilitate seamless access to systems and procedures for new employees, conducting and documenting inductions effectively, promoting clarity and understanding.

Follow up:

- Uphold strict confidentiality standards for acquired information, demonstrating commitment to trust and professionalism.
- Pursue continuous self-development through training initiatives, enhancing knowledge and expertise.
- Undertake supplementary duties aligned with the post's grading as necessary, showcasing adaptability and dedication.

How you will be doing it

Dream Big

- Deliver value opportunities for world class education for all students

Take Responsibility

- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- Ensure Health and Safety and Safeguarding are at the centre of your approach.
- Take accountability for your own development and aspire to deliver the very best practice across all areas of your role.
- To attend staff meetings and school-based CPD days as required.

Be Kind

- To encourage acceptance and inclusion of all students.
- Support positive strategies for promoting equality and for challenging racial and other prejudice.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

You could reasonably be asked to work out of our partner sites to support where required.





Qualifications

- GCSE's or equivalent to include Maths & English at a C grade or above
- Good levels of literacy and numeracy

Experience

- Excellent communication and customer service abilities.
- Strong typing and word processing skills, both written and oral.
- Organisational skills with a high level of accuracy and attention to detail.
- Professionalism, sensitivity, and discretion in handling confidential matters.
- Ability to work independently and collaboratively.
- Demonstrated commitment to protecting and safeguarding children and young people.
- A practical working knowledge of IT applications, inclusive of google platforms as well as word, excel and PowerPoint

Desirable

- A good standard of practical knowledge, skills and experience of working in an office environment (desirable but not essential)

How to Apply

If you are passionate about our values and dedicated to making a meaningful impact on education, we invite you to apply. **Please complete the application form on My New Term** and tell us about how you connect with our values of "**dream big, take responsibility, and be kind**" and what you feel you can contribute to our team and our goal to deliver world class education.

Athena Learning 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. All posts are subject to Enhanced DBS clearance and appropriate pre-employment checks.

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are advised.

Apply now

and experience the difference in a rewarding and meaningful career in education.