



THE ATHELSTAN TRUST

Caring, collaborative and excellent



HR Administrator



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The Athelstan Trust, Lowfield Road, Tetbury, Gloucestershire, GL8 8AE



Welcome to the Athelstan Trust.

Our Multi-Academy Trust is an organisation in which children, staff and parents can feel part of a caring, collaborative and excellent community.

We are a Multi-Academy Trust of six secondary schools and four primary schools across Wiltshire, Gloucestershire and South Gloucestershire. We were excited to welcome two new primary schools in the last few months and from October 2025 another secondary school. This will further enrich our collaborative strengths.

Established in 2015, the Athelstan Trust aims to achieve the best for, and from, each child. We enable each child to realise their full academic, creative and physical potential and to develop positive social and moral values.

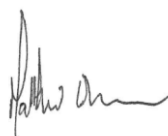
Believing that successful schools are rooted in their local community, we respect and value the individual nature and ethos of our schools while knowing we are more effective when we work together and support each other. Celebrating spiritual and creative diversity, success, and lifelong learning is important to us. We are inclusive and collaborative and promote a culture of openness and integrity.

We are absolutely committed to raising educational standards for all the children in our schools. We believe in developing the talents and skills of all our staff and students.

We seek applicants who share our vision and values.

We look forward to receiving your application.

Best wishes,



Matthew Evans

Chief Executive Officer

The Athelstan Trust



Our Philosophy as an Employer

The Athelstan Trust is absolutely committed to raising educational standards for all the children in our schools. In order to do this, we need to recruit the best staff who are committed to our vision and values.

We aim to be the employer of choice in our area and genuinely believe that all roles in our organisation can be carried out within a flexible working model. Working in schools should be seen as part of a rich fulfilling life and not a barrier to it. We will always consider a flexible working option for every post.

We understand that we need to support staff to achieve our goals and have in place a professional development programme that offers internal and external opportunities to develop the talents and skills of all our staff.

Why work for us?

Internal career opportunities

Personalised professional development and training

Generous pension scheme with the Gloucestershire LGPS

Employee assistance programme

Flexible working opportunities and a genuine commitment to family and work/life balance

Nationally negotiated cost of living pay

Automatic enrolment to the teacher or local government pension schemes

Generous holiday allowance for support staff

Recognition of local government continuous service

Cycle to Work scheme

Discounts at local gyms



HR Administrator

Salary:	Pt 13 – Pt 16 £29,064 - £30,518 FTE Actual salary £24,887 - £26,132
Contract:	Part-time (37 hours per week, 39 weeks per year) Flexible hours will be considered
Location:	Athelstan Trust Offices, Sir William Romney's School, Tetbury
Closing date:	7 th January 2026
Interview date:	14 th January 2026

The Athelstan Trust is a successful and growing Multi-Academy Trust consisting of six secondary schools and four primary schools in Wiltshire, Gloucestershire and South Gloucestershire. We currently employ over 700 people and educate over 5,000 pupils and plan to expand further over the coming years.

As a member of our Athelstan Trust, you will benefit from:

- Being part of a trust that is absolutely committed to raising educational standards for all the children in our schools
- Our commitment to developing the talents and skills of all our staff throughout their career
- Being part of a caring, collaborative and excellent community.

We are seeking to appoint an HR Administrator to join our growing central team, who will play a pivotal role in supporting the HR Manager and other team members.

The HR Administrator is a new role for the Athelstan Trust, being a rewarding opportunity to join a growing and friendly organisation where your work will be rooted in raising educational standards for the pupils we serve. We are looking for a committed and supportive HR Administrator to provide a comprehensive and professional service. This includes operational HR support, recruitment and ensuring compliance with employment legislation and Trust policies.



We are a flexible working employer, and we are willing to make any reasonable adjustments you require during your interview so please ask us.

The Athelstan Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check. References will be sought for shortlisted candidates before interview. Please also be aware that you will be subject to an online check and that you may be questioned about the findings of such a check at your interview.

Candidates who would like to talk about this opportunity are invited to contact Sian Jones by email sjones@theathelstantrust.org



HR ADMINISTRATOR – JOB DESCRIPTION AND PERSON SPECIFICATION

Responsible to: HR Manager

Responsible for: na

Salary: NJC Pt 13 – 16

Contract: Permanent

Part – time (37 hours per week, 39 weeks per year)

Job purpose

To provide comprehensive HR administrative support across the Trust, ensuring effective delivery of HR services to schools, staff, and leadership teams. The role supports recruitment, employee relations, compliance, and HR systems management.

HR Administration

- Be the first point of contact for HR for straight forward enquiries to both schools and employees.
- Provide day to day guidance on a range of HR and employee relations matters.
- support any new schools joining the Trust, including ensuring appropriate policies and safeguarding procedures are implemented and followed for all recruitment activities.
- Work with the HR manager to ensure timely and accurate contractual changes, including annual pay review and other statutory updates.
- Liaise with the admin team to ensure all leavers are processed correctly and relevant people informed.
- Ensure maintenance of individual central team records on the Trust's Information Management System (currently SAMPeople).
- Ensure maintenance of staff manual and electronic records to ensure these are always an up-to-date reflection of the workforce and comply with all data protection responsibilities.

Recruitment and Employee Lifecycle

- Carry out recruitment activities for the Trust central team ensuring all pre- and post-employment checks are completed and that safer recruitment procedures are followed.
- Review school recruitment activities to ensure correct procedures are followed.
- Assist HR Manager in the review of the induction process so that it is relevant and appropriate and each new starter in the Trust has a positive experience.
- Have an overview of probation periods and assist managers where required.
- Assist managers with performance review process in the central team.



Absence

- Support schools to ensure sickness absence policies are applied appropriately and consistently, including attending meetings if required.
- Ensure Leave of Absence policies for other absences are followed correctly and consistently, with deductions made where require
- Monitor RTW and case management to ensure schools are completing in a timely manner.

Payroll

- Have an understanding of the Trust approach to pay, including knowledge of the different pay scales and historical TUPE differences.
- Work with the finance team to ensure that all payroll actions are timely, accurate and efficient.

Safeguarding and compliance

- Maintain and update the SCR for all members of the central team (staff, volunteers, trustees and contractors)
- Review SCR for the Athelstan Trust on a regular basis to ensure it meets all requirements. Liaise with safeguarding leads and school administrators to ensure timely updates.
- Monitor completion of annual mandatory training on the National College.

Additional duties

- Provide administrative support for the Governance Professional and other areas of the Trust central team as directed.
- Review and manage social media for the Athelstan Trust

CONDITIONS OF EMPLOYMENT

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The postholder is required to support and encourage the Trust's ethos and its objectives, policies and procedures as agreed by the Board of Trustees.
- To ensure confidentiality appropriate to working in a school/business environment and to adhere to all policies.
- To uphold the Trust's policy in respect of child protection matters.
- The postholder shall be subject to all relevant statutory and institutional requirements.
- The postholder may be required to perform any other reasonable tasks after consultation.



- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.
- All staff participate in the school's performance management/appraisal scheme.
- The postholder will be required to travel between all schools within the Trust.
- Complete all mandatory training as required by the Trust



Person Specification: HR Administrator

Qualifications & Experience	Essential / Desirable	Evidence
Educated to GCSE level, including English and Maths	E	A
CIPD Level 3 qualification	D	A
Evidence of Continued Professional Development	D	A
Excellent interpersonal and communication skills with a very high standard of written and spoken English	E	A/I
Excellent organisational skills and knowledge of office systems and procedures	E	A/I
Proficient in MS Office (MS Word, MS Excel and MS Outlook)	E	A/I
Experience of HR administration	E	A/I
Demonstrable previous responsibility for the planning, organisation and co-ordination of a number of time-critical processes	D	A/I
Experience of working in a senior administrative position, ideally in an educational environment	D	A/I
Knowledge & Skills		
Ability to use initiative and successfully work independently	E	I
Ability to work effectively with other as part of a professional team	E	I
Attention to detail and problem-solving skills	E	I
Ability to deal with sensitive matters professionally and confidentially	E	A/I
High level of accuracy and attention to detail	E	A/I
Personal Attributes		
A calm, flexible, confidential person, who can inspire confidence	E	I
Flexible around the evolution of the role	E	I
Full clean driving licence	E	A

