



ATHENA
LEARNING TRUST

People Lead (Maternity Cover)

Applicant Pack

Closing date:

13th August 2026

Interview date:

20th August 2026



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 Lead

School Base:

Bideford College &
Atlantic Academy

Closing Date:

13/08/26

Interview Date:

20/08/2026

Contract Type:

Maternity Cover

Salary:

£13.98- £15.31 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

The People Lead is responsible for providing HR support and administration to the school/college. This role supports a wide range of HR functions including recruitment, onboarding, employee relations and administration. The People Lead will work closely with employees, line managers and our central people team to ensure smooth HR operations and a positive employee experience aligned to our vision and values.

**This is a Dual Site Position for
Bideford College & Atlantic Academy**



What you will be doing

Build Knowledge

- Stay updated on HR policies, employment laws, and industry best practices.
- Continuously expand knowledge related to employee relations issues.
- Provide accurate information and guidance to employees regarding HR policies and procedures.
- Educate Athena staff to increase their understanding and improve their approach to people management.

Build Trust

- Foster trust and confidence among employees by demonstrating empathy and confidentiality.
- Act as a reliable point of contact for employees seeking assistance with HR concerns.
- Establish positive working relationships with team members and management.

Prioritisation

- Support interview set up and preparation in a timely and organised way
- Take a proactive approach to candidate management, supporting line managers with their recruitment, onboarding and induction activity with a keen eye for detail
- Assess and prioritise low-level employee relations cases for effective resolution, signposting where required.
- Determine urgency and prioritise accordingly.
- Support payroll and onboarding administration as required - particularly during busy periods.

What you will be doing

Clarity and Energy

- Maintain accurate and up to date records on Single Central Record (SCR), absence, capability, employee details and other relevant HR information
- Communicate clearly and concisely with employees and management regarding HR matters escalating to the people partner as appropriate
- Mediate and resolve minor workplace conflicts with a focus on preserving a positive work environment.
- Provide consistent and accurate administration support to the people team and our line manager team.
- Support the development and delivery of training programs to enhance clarity and energy in employee interactions.

Follow Up

- Maintain meticulous case records, ensuring accuracy, confidentiality, and compliance.
- Consistently follow up on cases to monitor progress and verify resolutions, escalating where required.
- Support the employee journey from recruitment to exit providing timely administration of the relevant people processes
- Signpost complex issues or legal concerns to the people partner.
- Provide timely and relevant reporting to support HR compliance.



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
- CIPD level 3 qualified (or equivalent experience)

Desirable

- CIPD level 5 qualified (or equivalent)

Experience

- Proven experience in a HR administrative post
- Excellent verbal and written communication skills
- Detail oriented with strong organisational skills
- Competent use of IT equipment and systems

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.