



HR Administrator

One ATT Applicant Pack

Supporting Human Resources across

Academy Transformation Trust



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About this pack

This applicant pack has been designed to help you understand Academy Transformation Trust, our ATT2030 strategy, the purpose and impact of the HR Administrator role, and the skills, knowledge and behaviours required to be successful.

A Welcome from Our Chief Executive Officer

Thank you for your interest in joining Academy Transformation Trust. Choosing the right next step in your career is an important decision, and I am delighted that you are considering doing so with us.

At ATT, we are driven by a simple but profound belief: every child can and should become capable, competent and confident. Our purpose is to transform lives through education, and our strategy, ATT2030, sets out how we will achieve this for every pupil, every colleague and every community we serve.

We know that people are at the heart of everything we do. Our Trust thrives because of the talent, dedication and values of our colleagues. If you choose to join us, you will become part of a high-trust, high-

accountability organisation where leaders are empowered, colleagues are supported to grow and everyone is united in the moral purpose of education.

I wish you every success with your application. Whether or not you go on to join us, I hope you will recognise that ATT is a community committed to excellence, belonging and becoming, and to ensuring that all of us, pupils and adults alike, leave more capable, more competent and more confident than when we arrived.



Mark McCourt

Chief Executive Officer
Academy Transformation Trust



About Academy Transformation Trust

At Academy Transformation Trust (ATT), our ambition is that every person who passes through our schools and colleges becomes an educated person, able to take a rightful place in the community of educated people and contribute positively to society.

We believe that education transforms lives. Through ATT2030, we have set out a clear and ambitious strategy designed to ensure every pupil, colleague and community benefits from excellent leadership, strong culture and high-quality provision.

Our goal is simple yet profound: that everyone who learns or works within ATT becomes Capable, Competent and Confident.

As one of the country's largest multi-academy trusts, ATT combines the strength of a national organisation with the belief that decisions should be made as close as possible to the children, families and communities we serve. We are a high-trust, high-accountability organisation where leaders are empowered to lead, colleagues are supported to grow and expertise is shared across our schools and central services.

ATT2030:

Our Vision, Values and Goals

ATT2030 is our long-term strategy for transforming lives through education. Everything we do is guided by our belief that people flourish when they experience both Belonging and Becoming.

Our Values

- **Belonging & Becoming:** we meet people where they are and refuse to leave them there.
- **Integrity & Excellence:** we act ethically, demonstrate professionalism and strive for excellence in everything we do.
- **High Trust, High Accountability:** we combine professional autonomy with clear accountability and collective responsibility.

Our Three Goals

- **Capable:** developing people with the knowledge, skills and experience needed to succeed.
- **Competent:** ensuring individuals possess the judgement, habits and expertise to perform effectively and consistently.
- **Confident:** creating cultures where people feel valued, supported and empowered to contribute their best.

Why Join Academy Transformation Trust?

At ATT, we believe exceptional outcomes for pupils begin with exceptional experiences for colleagues. Our People Strategy 2025-2030 places colleagues at the centre of our success.

By joining ATT you will become part of a collaborative, values-driven organisation that invests in professional development, wellbeing and leadership at every level. You will work alongside talented colleagues who are united by a common purpose: transforming lives through education.

The Opportunity:

HR Administrator

At Academy Transformation Trust, great people services make a real difference to colleagues, leaders and ultimately the pupils and communities we serve. We are looking for an HR Administrator who thrives on accuracy, enjoys solving problems and takes pride in delivering an outstanding people service.

Job Description

Purpose of the job

As a central member of the People Function, the HR Administrator plays a key role in delivering the operational excellence that underpins ATT2030 and the People Strategy. Working as part of a coordinated central HR team, the role ensures that core people processes, systems and records are accurate, compliant and consistently applied, supporting a positive colleague experience across the Trust.

Key working relationships

- Senior HR Co-ordinator (Central)
- Director and Deputy Director of People Strategy
- Regional HR Business Partners
- Recruitment Co-ordinators
- Payroll and data colleagues
- Academy leadership teams and administrative colleagues
- External service providers where authorized

Scope and boundaries

The role provides administration, co-ordination, information and signposting. It does not provide formal employee relations advice, lead casework, make employment decisions or replace leader accountability for people management.

Key Responsibilities

1. Recruitment, appointment and onboarding

- Support recruitment and selection administration in partnership with Recruitment Co-ordinators.
- Process offers, contracts, appointment documentation and pre-employment checks in line with safer recruitment requirements.
- Maintain clear records of checks and progress, escalating delays or discrepancies promptly.
- Co-ordinate onboarding and induction administration so new colleagues receive a timely, welcoming and well-organised experience.
- Ensure recruitment administration is accurate, auditable and completed within agreed timescales.

2. Workforce data and HR systems

- Maintain accurate and up-to-date employee records across Trust systems.
- Complete data entry, reporting, checking, reconciliation and regular data-quality activity.
- Support annual data cleansing and statutory workforce data requirements.
- Maintain the Single Central Record within the responsibilities allocated to the role, ensuring evidence is complete and inspection-ready.
- Use spreadsheets and systems confidently, identifying anomalies and correcting or escalating them.

3. Payroll and contractual administration

- Prepare, check and submit information for starters, leavers and contractual changes within required deadlines.
- Undertake calculations, checks and reconciliations to support accurate payroll processing.
- Investigate routine payroll and people queries, working with payroll colleagues and escalating where appropriate.
- Produce accurate contracts, letters, reports and employment correspondence.
- Maintain a clear audit trail for changes and approvals.

4. Compliance and core HR processes

- Administer absence recording, probation, induction tracking and other allocated employee-lifecycle processes.
- Maintain secure personnel records and handle personal information with discretion.
- Ensure activity is recorded, auditable and aligned with ATT policy, data protection and retention requirements.
- Signpost colleagues and managers to relevant policies and authorised sources of advice.
- Support benefit-system orders, meeting administration and incoming central correspondence where allocated.

5. Professional service and improvement

- Provide a responsive, respectful and customer-focused HR administration service.
- Manage competing priorities calmly and communicate early where timescales are at risk.
- Contribute to standard operating procedures, templates, guidance and service improvements.
- Work collaboratively across the central People Function and academy network.
- Undertake other duties commensurate with the role as reasonably required.



What Success Looks Like in this Role

The measures below provide a balanced basis for induction, objective-setting and regular performance dialogue. Final numerical thresholds should be agreed against approved service standards, system capability and the postholder's allocated portfolio.

Outcome area	Core KPI / evidence	Expected standard
Accuracy & data quality	Error rates; quality checks; corrections; audit trail.	Accurate first time, with discrepancies identified and resolved promptly.
Timeliness	Completion against payroll, contract, onboarding and case administration deadlines.	Agreed deadlines met; risks escalated early.
Recruitment compliance	Completeness of pre-employment checks and appointment records.	No avoidable gaps; records ready for assurance review.
Payroll administration	Accuracy and completeness of authorised submissions and reconciliations.	Changes supported by evidence and submitted by deadline.
Customer service	Responsiveness, ownership, clarity and colleague feedback.	Queries acknowledged, progressed and closed professionally.

Outcome area	Core KPI / evidence	Expected standard
Records & confidentiality	Secure handling, filing, access and retention practice.	Information handled lawfully, discreetly and only for authorised purposes.
Team contribution	Workflow visibility, handovers, collaboration and improvement activity.	Reliable contribution to a co-ordinated shared service.
Learning & development	Completion of induction, mandatory learning and agreed development.	Growing capability, competence and confidence evidenced in practice.

Indicative first-year priorities

- Complete a structured induction and demonstrate safe use of all allocated systems and processes.
- Build dependable working relationships across the People Function and allocated academies.
- Achieve consistent accuracy and timeliness across core workflows.
- Contribute at least one evidence-based process improvement agreed with the line manager.
- Maintain a development plan linked to role standards and career aspirations.



Person Specification

HR Administrator

The person specification below sets out the knowledge, experience, behaviours and values required for success in this role. It is designed to support a fair, transparent and values-led recruitment process.

	Essential	Desirable	How will this be demonstrated
Qualifications	Good standard of literacy and numeracy, or equivalent evidence of capability.	CIPD, business administration or payroll-related study.	Application / certificates
Experience	Administrative, HR, payroll or customer-service experience; accurate records; confidential information.	Education or public sector; employee lifecycle; central/shared service.	Application / interview
HR & compliance knowledge	Understands confidentiality, data protection, accuracy, compliance and audit readiness.	Safer recruitment, KCSIE, Single Central Record and basic	Application / interview

	Essential	Desirable	How will this be demonstrated
		employment-practice awareness.	
Numeracy & systems	Confident with figures, calculations, spreadsheets, Microsoft Office and data checking.	HR/payroll systems and advanced Excel functions.	Application / task
Organisation	Prioritises multiple tasks, meets deadlines and maintains clear records.	Experience with workflow or case-management tools.	Application / interview
Communication	Clear written and verbal communication; professional correspondence; confident and sensitive responses.	Experience communicating with leaders and external providers.	Application / task / interview
Problem solving	Identifies discrepancies, investigates causes, takes ownership and escalates appropriately.	Evidence of improving an administrative process.	Task / interview
Teamwork	Works independently and collaboratively within a co-ordinated service.	Experience supporting multiple sites or stakeholders.	Application / interview
Values & conduct	Integrity, discretion, respect, inclusion, service orientation and commitment to safeguarding.	Experience promoting belonging and positive colleague experience.	Application / interview / checks



Working at ATT

We are committed to creating an exceptional colleague experience. Through our People Strategy, colleagues are encouraged to belong, become, contribute and thrive.

- **Belong:** feel welcomed, respected and connected.
- **Become:** develop professionally through learning, coaching and leadership opportunities.
- **Contribute:** make a meaningful difference through purposeful work and high professional standards.
- **Thrive:** experience wellbeing, fulfilment and a positive working environment.

ATT Institute and Professional Development

At ATT, we believe professional growth is fundamental to organisational success. The ATT Institute provides a framework for continuous professional learning, supporting colleagues at every stage of their career.

The Finance Business Partner will have opportunities to contribute to and benefit from Trust-wide development initiatives, cross-functional collaboration and professional networking.

Employee Benefits and Wellbeing

ATT is committed to supporting colleague wellbeing and creating an environment where people can thrive professionally and personally.

- Access to Vivup benefits platform.
- Flexible and agile working opportunities where appropriate.
- Employee wellbeing support.
- Professional development opportunities.
- Trust-wide career progression opportunities.
- Professional networks and communities of practice.

Recruitment and Selection Process

You can expect the recruitment and selection process to be transparent, values-led and aligned with the job description and person specification.

- Candidate information that gives clear detail about the role, responsibilities, pay and development opportunities.
- A point of contact within the Trust recruitment team to advise on each step of the process.
- A comprehensive vetting process that meets safer recruitment expectations.
- Selection for interview based on the job description and person specification.
- An opportunity to ask questions and engage in a full interview discussion about the role.
- Timely communication about the outcome and an opportunity to receive feedback.

Induction and Onboarding

If successful, you will receive a Trust induction and a role-specific induction designed to help you understand the policies, systems, relationships and priorities that will enable you to succeed.

- Regular opportunities to meet with your line manager.
- Information about policies, processes and procedures relevant to the role.
- Access to the equipment and systems needed to begin the role effectively.
- Connections with key colleagues across finance, operations and academies.

Safeguarding Commitment

Academy Transformation Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all colleagues and volunteers to share this commitment and to uphold the highest standards of safeguarding practice.

All appointments are subject to robust safer recruitment procedures and appropriate pre-employment checks in line with statutory guidance.



How to Apply

Location: Icen Primary Academy, Icen Secondary Academy & The Nicholas Hamond Academy

Start Date: As soon as possible

Closing Date for applications: Friday 18th September 2026 at 9am

Interview Dates: Week commencing 21st September 2026

Salary: NJC Point 7 - 14 (£26,403 - £29,540 FTE - Actual £20,301.39 - £22,713.69)

Applications should be submitted via our recruitment platform, **MyNewTerm**.

Candidates are encouraged to use the person specification when completing their application and to clearly demonstrate how their knowledge, skills, experience and values align with the requirements of the role. We welcome applications from individuals who share our commitment to transforming lives through education and who can contribute positively to our culture of belonging, becoming and continuous improvement.

Potential applicants are encouraged to arrange an informal discussion with the HR Business Partner, Sophie Buet ahead of submitting an application. Please contact on Sophie.Buet@attrust.org.uk to arrange a convenient time.