

Trust HR Assistant Recruitment Pack

For September 2026



The Keys Academy Trust

Where every school is a centre of academic and pastoral excellence at the heart of its community unlocking the future for all

Welcome

Thank you for your interest in the Trust HR Assistant position. On behalf of the Trust, we are delighted to introduce you to our organisation and to the important role that our people and HR services play in supporting our schools and communities.

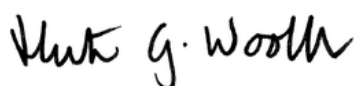
The Keys Academy Trust is committed to creating a positive, inclusive, and supportive working environment where colleagues can thrive and where schools are empowered to deliver the very best outcomes for children and young people. Our work is underpinned by clear values, collaboration, and a shared commitment to excellence.

We are a diverse and inclusive Trust, serving a range of school communities with different contexts and strengths. We value the strong relationships we have built with our schools, local communities, and external partners, recognising that effective HR support is critical to the success and sustainability of our schools.

We are seeking an enthusiastic, highly organised, and professional Trust HR Assistant to join our central team. The successful candidate will provide high-quality administrative and operational support across a broad range of HR activities, helping to ensure that our schools and colleagues receive an efficient, responsive, and customer-focused service. Working closely with school leaders and the wider Trust team, the role offers an excellent opportunity to contribute to the employee journey, from recruitment and onboarding through to professional development and employee relations support.

If you are shortlisted for interview, we will be keen to hear how your experience demonstrates strong organisational skills, attention to detail, discretion when handling confidential information, and a commitment to delivering excellent customer service. We will also be interested in how you have supported colleagues, managed competing priorities and contributed positively as part of a team. Should you wish to discuss the position further, please contact our HR Manager, Jo Lambdon to arrange a confidential conversation. We look forward to receiving your application

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Hester Wooller
CEO



David Horrocks
Chair of Trust Board



The Keys Academy Trust

The Keys Academy Trust (TKAT) is a growing local, primary specialist multi-academy trust currently comprising thirteen Wokingham and Bracknell primary schools rooted at the heart of the diverse communities we serve. All our schools have aligned values and share a common vision to aspire to the provision of excellent learning and pastoral care for pupils and staff.

We are committed to an inclusive culture that values diversity and individuality.

Founded in 2017, TKAT offers:

- A safe, established partnership grounded in primary expertise.
- Provision of high-quality innovative CPD and national programmes, locally delivered.
- Access to Professional Bodies.
- Strong central systems that reduce burden and increase capacity.
- Attractive Local Government Pension Scheme.
- Well organised Trust Board with strong links to schools and other Governance Professionals within our schools.

The Keys Academy Trust helps all schools become great - together - whilst keeping their identity.

Our driving purpose is to support and improve schools to advance education for the public benefit. It is our belief that excellent learning is achieved through high quality teaching, delivery of a rich and exciting curriculum which is appropriately resourced and includes extraordinary opportunities for pupils so they gain an experience of “life in all its fullness”. This, in turn, unlocks future life chances for all.

We have a well-established infrastructure in place for HR, Finance, Operations, Premises and Admin that supports our schools to deliver strong progress and attainment outcomes and other agreed strategic priorities.

There will be many opportunities for you to collaborate with TKAT schools. We have a large range of networks including TKAT Finance, Operations and HR. Alongside these, there is access to Inset Days and the TKAT Centre for Professional Growth and Excellence with CPD opportunities led by the Forest Learning Alliance.

In line with our Christian ethos, we are committed to being open and welcoming to all.

We are united by our mission of unlocking the future for academic and pastoral success for every child.

Everything we do is shaped by our TKAT values.

VISION AND VALUES

We are a family of distinctive schools at the heart of the diverse communities we serve.

In line with our Christian ethos, we aspire to excellent learning and pastoral care for pupils and staff and are committed to being open and welcoming to all.



Excellence

Striving always to do our very best, so we fulfil our potential, individually and together.



Partnership

Collaborating with others, within the Trust and outside, for the benefit for all.



Love of Learning

Offering a broad, balanced and rich curriculum, so we don't just grow in knowledge and skills, but also in our appetite to keep learning.



Innovation

Seeking new and better ways of teaching, using evidence-informed research to create the best conditions for learning for our pupils, our staff and our communities.



Nurture

Creating safe environments where all can flourish and become responsible and caring members of their communities.

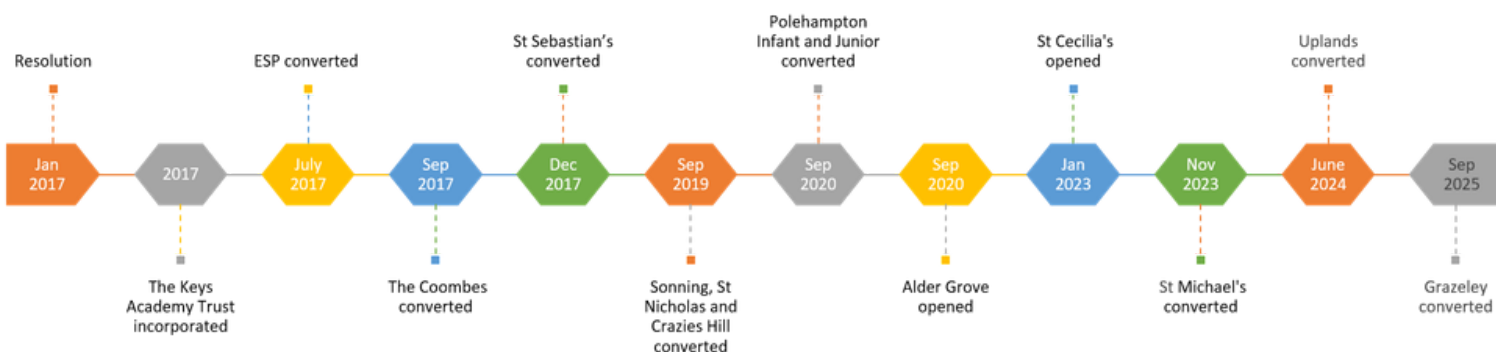


Integrity

Embodying honesty, demonstrating humility and grace when things go wrong and acting transparently and wisely in all we do.

Our Schools

Since our inception, we have been on a journey of growth, collaboration, and impact. This timeline highlights key milestones along the way, showcasing our commitment to progress and development. From our early steps in 2017 to our most recent school - Grazeley C of E Primary School conversion in September 2025, each moment represents our dedication to partnership and excellence.



Earley St Peter's
CE Primary School



St Michael's Church of England Primary School
Sandhurst, Berkshire



THE COOMBES
CE Primary School



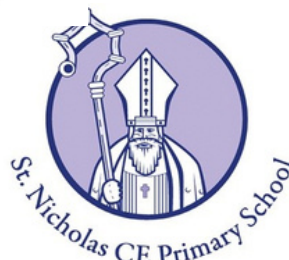
Alder Grove
Church of England Primary School



St Sebastian's C of E Primary School and Nursery



St Cecilia's
CHURCH OF ENGLAND PRIMARY SCHOOL



The Central Team

Our Central Team plays a vital role in supporting our schools, staff, and students. Led by our CEO, the team provides strategic direction and operational support to ensure our schools can focus on delivering high-quality education.

From finance and HR to safeguarding, school improvement, and facilities management, each department works collaboratively to create a strong and effective trust-wide network. Our goal is to empower schools with the resources, guidance, and expertise they need to thrive.

Explore the structure of our Central Team below to see how we work together to make a difference across our Trust.



Job Description

Employment duties

The main duties and responsibilities of this post are outlined below. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working are vital in this role. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities commensurate with the post's banding and whenever reasonably instructed.

Main job purpose

- To provide efficient administrative support for all HR processes, ensuring accurate records, compliance with employment legislation and a positive experience for employees throughout their employment lifecycle.

Professional conduct and ethics

- The post holder will uphold public trust in the profession and demonstrate the Seven Principles of Public Life (Nolan Principles): selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- This commitment reflects the Trust's core value of integrity, ensuring ethical leadership, transparency and accountability are evident in all professional practice.
- The post holder will maintain appropriate professional boundaries, act within statutory frameworks, and model ethical behaviour in all interactions with others.
- They will also demonstrate the TKAT vision and values in everyday work and practice.



"I appreciate the benefits of being part of a trust, especially the opportunities to work with external professionals. This has been really valuable."

- Earley St Peter's Teacher, June 2025

Job Description

Recruitment

- Administer recruitment processes.
- Prepare recruitment documentation.
- Arrange interviews.
- Process appointment paperwork.
- Complete pre-employment checks including references, DBS and right to work.
- Ensure clear handover and liaison with the Operations Manager for in-school onboarding.

Employee records

- Maintain confidential personnel files.
- Update HR systems.
- Process contractual changes.
- Ensure records remain compliant.
- Administer flexible working requests.
- To maintain and manage staff absence records.

Payroll support

- Prepare payroll variation forms.
- Process starters and leavers.
- Liaise with payroll providers.

HR administration

- Prepare HR correspondence.
- Arrange meetings (and lead/attend agreed meetings), e.g. sickness absence and return to work.
- Take confidential notes where required.
- Manage queries from staff regarding HR.



	Essential	Desirable
Qualifications and training	• CIPD Level 3 or equivalent. • GCSE English and Maths. • Knowledge of relevant HR issues and up to date knowledge of HR good practice. • Knowledge and working understanding of HR processes.	• Relevant knowledge of school personnel packages. • Able to demonstrate good educational standard and relevant work experience.
Skills / abilities	• Excellent communication and interpersonal skills and an ability to develop and maintain effective working relationships. • Maintain confidentiality at all times, including the ability to handle sensitive and confidential information professionally. • Ability to use technology such as MS Office and other online systems.	
Experience	• Experience of working in a HR related environment desirable • Experience of working in a school or similar environment desirable • Experience of working with HR database desirable (Access People is used across the Trust)	

	Essential	Desirable
Personal qualities	• Ability to work constructively as part of a team. • Calm under pressure, adaptable and energetic. • A kind, warm and caring person. • A sense of responsibility and purpose. • Good organisation skills, attention to detail. • A good sense of humour and a positive outlook on life and challenges. • Flexibility and use of initiative. • Aptitude which supports evidence-based decision	
Other work requirements	• A commitment to safeguarding and promoting the welfare of all pupils and the willingness to undertake appropriate child protection training when required. • Committed to equality of opportunity. • Suitability to work with children. • Participate in training and development activities. • Understanding of the wider community and willingness to engage with out-of-school activities (e.g. school fayres). • Prepare to travel to schools within the Trust.	



We welcome applications from those who share our vision and values
and are inspired by this career opportunity within
The Keys Academy Trust.



www.keysacademytrust.org



enquiries@keysacademytrust.org



TKAT Central Team Office, c/o Earley St Peter's C of E Primary School, Church Road,
Earley, Reading, Berkshire, RG6 1EY