



**Coombe**  
Academy Trust

# Recruitment Brochure

Human Resources Administrator

Preparing you for a world of opportunity



## Join Our People Team

**Are you ready to take on a pivotal, hands-on role at an ambitious Multi-Academy Trust (MAT) in South West London? Coombe Academy Trust is seeking a proactive and detail-oriented professional to join us as an HR Administrator, helping to provide the essential support that empowers our staff and shapes the future of our schools.**

**This is a rare opportunity to work at the heart of the Trust's central operations, collaborating closely with the Co-Directors of People, the Executive Team, and Headteachers across our schools. You will be instrumental in ensuring our people-related processes are seamless, from recruitment and onboarding to compliance and data management.**

**Whether you are looking to build a career in education HR or are an experienced administrator seeking a role where you can make a lasting impact, this position offers the chance to contribute meaningfully to the Trust's vision.**

**Join a Trust where Collaboration, Ambition, and Trust are not just words, but a lived experience. We believe that our greatest asset is our people, and your role will be vital in nurturing that talent.**

**We welcome pre-arranged visits to the Trust to discuss the role or a meeting via Google Meet, this can be arranged through contacting us by email on:**  
[hrdirector@coombe.org.uk](mailto:hrdirector@coombe.org.uk)

### Role Details

- **Grade:** Grade D (£29,436 – £31,158) or Grade E with HR experience (£31,158 – £33,987).
- **Pro Rata Salary:** £12,510 – £14,444 (depending on grade/experience).
- **Hours:** 18 hours per week.
- **Working Weeks:** 39 weeks per year + 1.
- **Department:** MAT Central HR Team.
- **Reports To:** Co-Directors of People.



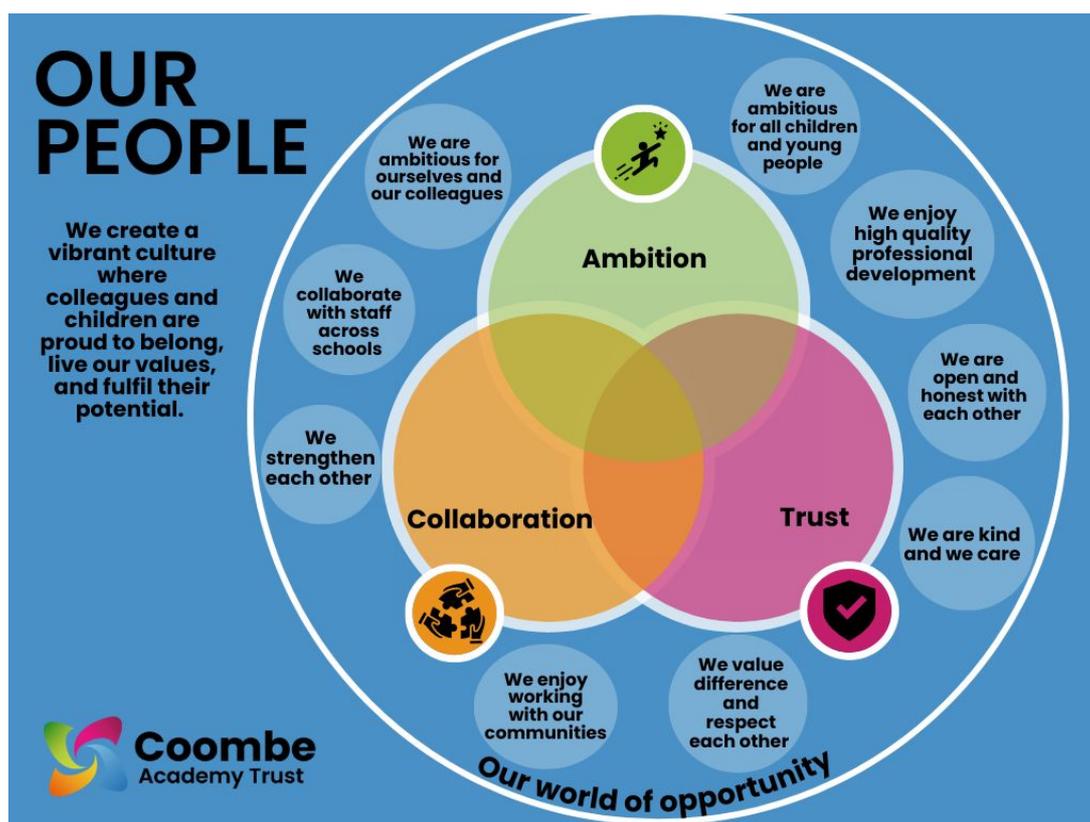
# Welcome from the CEO, Esther Brooks

Welcome to Coombe Academy Trust, I am delighted that you are interested in either starting or furthering your career with Coombe Academy Trust; a Trust where the values of Collaboration, Ambition and Trust are a lived experience within our schools. Our moral purpose is founded on the belief that every child and young person has an entitlement to a world of opportunity throughout their years in education and beyond. In short, this is our united vision from Nursery through to Sixth Form.



An ever increasing number of staff teach across the primary and secondary phase and collaborate on the curriculum learning journeys and cross phase research; this year focusing on Oracy and Feedback.

Whether you are looking for your first steps as a support staff member, to join our Central Team, an Early Careers Teacher, an experienced member of support staff, an experienced teacher or leader, we look forward to developing a strong working relationship with you throughout your Coombe Trust journey.



# What makes Coombe Academy Trust unique?



## The Region

Our Schools are located in southwest London, a picturesque area benefiting from a wide array of parks and green spaces but still within close proximity to central London. The area is very popular with families and those who want all the offerings of city living but in a more relaxed setting. A defining feature of the area is The River Thames, providing plenty of entertainment and activities and adding to the mix of outdoor spaces. The Royal Borough of Kingston Upon Thames is comprised of a number of bustling towns providing excellent shopping, exciting bars and restaurants, and plenty of culture. All our Schools have excellent transport links both to Kingston Upon Thames and Central London.



# What we can offer you

At Coombe Academy Trust our focus on creating a happy and stimulating working environment means we offer a range of benefits to our staff.



## Professional Development & LifeLong Learning Opportunities

- Internal mobility within Coombe Academy Trust with access to career opportunities across 3 primary and 2 secondary schools
- A guaranteed CPD plan tailored to your requirements
- Financial support for 'M' level study
- Access to CPD through apprenticeship training
- Bespoke management training including performance management and recruitment
- Participation in an annual Trust Wide INSET day
- Networking opportunities with our local 'cluster' schools
- Access to an online learning portal

## Community

- An enthusiastic Staff Association offering opportunities for staff sport and socialising
- Staff celebrations and rewards throughout the year
- Long service recognition
- Opportunities to collaborate and network through our annual Trust Wide INSET day



## Wellbeing



- Employee Wellbeing Programme which includes:
  - 24/7 hour confidential support by an experienced therapist or advisor
  - A free life coaching session.
  - Home Life Support including information and advice on financial, retirement, legal and tax issues.
  - A range of resources supporting both physical and emotional health
- Wellbeing modules, factsheets and videos.
- Access to CSSC member benefits scheme
- A supportive Executive Leadership Team
- Wellbeing ambassadors in our secondary schools
- Discounted membership to Nuffield Health Gyms

## Travel

- Excellent transport links to be both Kingston Upon Thames and Central London including close proximity to bus and railway stations
- Access to a cycle to work scheme
- Free onsite parking



## Additional Benefits

- Discounts on shopping, leisure and travel through access to Teacher Perks and Discounts for Teachers (available to support staff as well)
- Generous Pension Scheme
- Annual pay progression opportunities



# Safeguarding children and safer recruitment

- The Coombe Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We expect all staff and volunteers to adhere to the principles and guidelines set out in the DfE Keeping Children Safe in Education document.
- All staff have access to bespoke Safeguarding training for their setting and the Coombe Academy Trust is committed to sustaining a culture, where all staff and volunteers feel able to raise concerns and know that these will be followed through.
- All offers of employment are subject to a number of pre-employment checks including an online presence search, appropriate Enhanced DBS checks, Children's Barred List Checks and Prohibition, directions, sanctions and restrictions checks. This includes a Section 128 check for any senior leadership positions across the Coombe Academy Trust.



## What do our staff say



Exams Officer



Coombe Girls'  
School  
& Sixth Form



“  
Having started  
at CBS as a part-time  
data manager, to fit  
around my children,  
I then progressed  
to a full time Exams  
Officer at CGS.



Premises  
Manager



**Green Lane**  
Primary and Nursery School



“  
I have worked  
in a lot of  
schools but  
this is the first  
place that feels  
like home.



## What do our staff say

*I've had an incredible journey since first starting as an apprentice, and enjoy being surrounded by supportive and friendly colleagues at our schools.*

”



IT Service Manager



Part of the central team

“



Food Technology Teacher & House Champion



Coombe Boys' School & Sixth Form



*I first came to Coombe during my NQT placement and the first thing that resonated with me was the huge sense of collegiality and community.*

”

“

## Our Values

### Collaboration

As a group of schools, we believe in reciprocity; all schools and staff benefit from working together to ensure our children and young people are prepared for a world of opportunity.



### Ambition

We believe in working together to ensure every child and young person has the desire and determination to achieve success. Each school's curriculum aims to nurture and develop the aspirations of our children and young people, ensuring every child and young person has meaningful life opportunities.



### Trust

We recognise the strong correlation between trust and the capacity to develop and improve. As a group of schools we work together with strength, resilience, and transparency. Working together as one organisation we serve each school community's unique context.



## Our Vision

Bespoke professional development ensures lifelong learning for all staff in an environment where success at all levels is recognised and celebrated. In turn this provides a high standard of inclusive education for our children and young people, one in which their lives are enriched with meaningful opportunities and achieves the best possible wellbeing and academic outcomes. In short, this ensures children and young people leave Coombe Academy Trust well prepared for their next stage in life and education, and **prepares them for a world of opportunity.**

# Preparing you for a world of opportunity



**Coombe**  
Academy Trust



The **Coombe Academy Trust** is a company limited by guarantee (company number 7905433, registered in England and Wales) that has its registered office at:

Coombe Boys' School, Blakes Lane, New Malden, Surrey, KT3 6NU.

Trust related enquiries: [trustenquiries@coombe.org.uk](mailto:trustenquiries@coombe.org.uk)