



Thomas Deacon Education Trust

Application Information Pack

HR Administrator



Trust



Diversity



Excellence



Transformation

Working together to transform lives through education

Welcome

Dear Applicant,

We are delighted that you are considering joining our dynamic community of educators and support staff.

At Thomas Deacon Education Trust (TDET), we are proud to be an organisation that makes a difference. Our commitment to raising educational aspirations and outcomes, within nurturing and inclusive environments, is at the heart of everything we do.

As part of our team, you will benefit from our positive and inclusive culture and a shared passion for education. We strive to empower both our staff and students, encouraging opportunities for professional growth and lifelong learning.

Collaboration is central to our culture at TDET, strengthening connections between our academies, the Trust, and external partners. Sharing expertise, best practice and resources creates a supportive environment and increased opportunities for both staff and students.

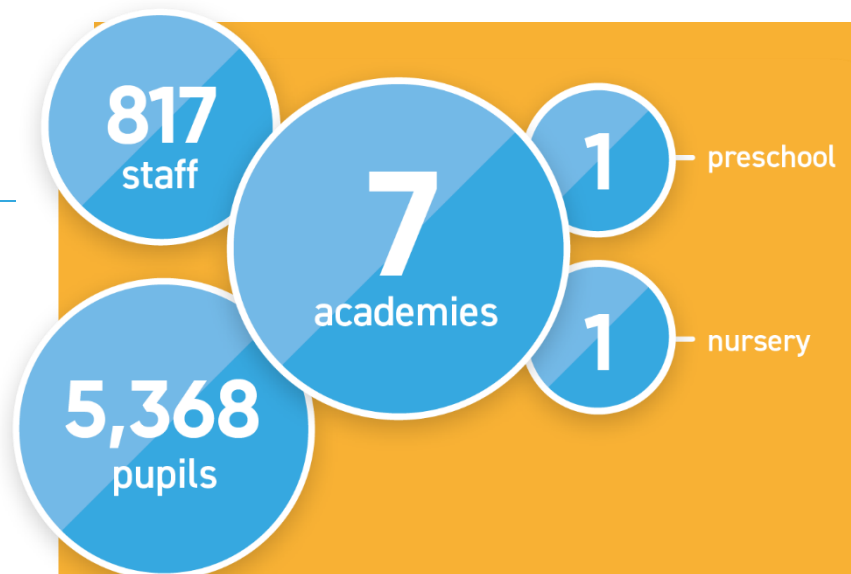
We are excited about the future of our multi-academy trust and continuing its positive impact in our local communities. If you're looking for a rewarding and vibrant environment to grow your career and make a difference, we encourage you to apply to join our dedicated team.

Thank you for considering Thomas Deacon Education Trust for your next professional step and we look forward to receiving your application.

About our Trust

Thomas Deacon Education Trust (TDET) is a highly successful multi-academy trust, operating seven academies and one nursery for pupils aged 0-19 years.

We are proud to be an organisation that makes a difference. From nurturing our young people to learn and grow to ensuring our employees have opportunities to develop and progress, our ethos is to work together to positively benefit the communities we represent.



Our
vision

To be
**one of the leading
multi-academy trusts**
in the country



Our
mission

To provide a
**truly world-class
education** to all
our learners

Job Description

Job Title	HR Administrator
Reports to	HR Advisor
Salary/Grade	Pathway 3, Points 9-13
Date Last Evaluated	October 2025
Core Purpose	To provide a high standard of professional administrative support to the Human Resources Department within the Trust, ensuring that HR processes run smoothly and efficiently. The post holder will be expected to actively model and promote the values and ethos of the Trust and perform across a diverse range of activities, whilst providing a timely, accurate and confidential administrative support function. The role is about keeping HR operations organised, accurate, and compliant, while providing excellent service to employees and managers.

Key Responsibilities

- Respond to general HR enquiries in a timely and appropriate manner, referring to other parties as necessary.
- Daily monitoring of HR inbox directing and responding to emails as required.
- Be a point of contact for Local HR representatives within Academies, providing additional support at Academy level when required.
- Maintain accurate and up-to-date employee records and HR databases, ensuring data on all employees is effectively maintained, including any HR systems and the Single Central Register.
- Assist with the preparation of monthly payroll sheets ensuring information is inputted correctly in time for payroll deadlines.
- Support the Recruitment Coordinator when required in all aspects of the recruitment process.
- Support with employment contracts and variations, starters and leavers, mandatory/other training, probationary period review, performance and development review, maternity/paternity/shared parental leave, flexible working requests.
- Support with the training requirements of all Head Office Staff via the internal training platform.
- Assist in the collation and preparation of timely and accurate reports including absence and KPI information.
- Monitor and record staff absence, holidays, and other leave, following up on associated return to works, absence review paperwork and occupational health referrals.

- Assist with the process for HR casework including Flexible Working, Disciplinary, Grievance, Capability etc, taking notes in meetings, drafting letters and ensuring compliance with policy timeframes.
- Support with the implementation of HR initiatives, systems and processes providing appropriate support and coaching to all staff to ensure full compliance with policies and procedures, co-ordinating learning and development events as required and participate in the delivery of events as relevant.
- Ensure compliance with the Data Retention Policy, Data Protection regulations and Trust policies.
- Ensure confidentiality at all times.
- Provide general administrative support to the HR team as required.

General Responsibilities

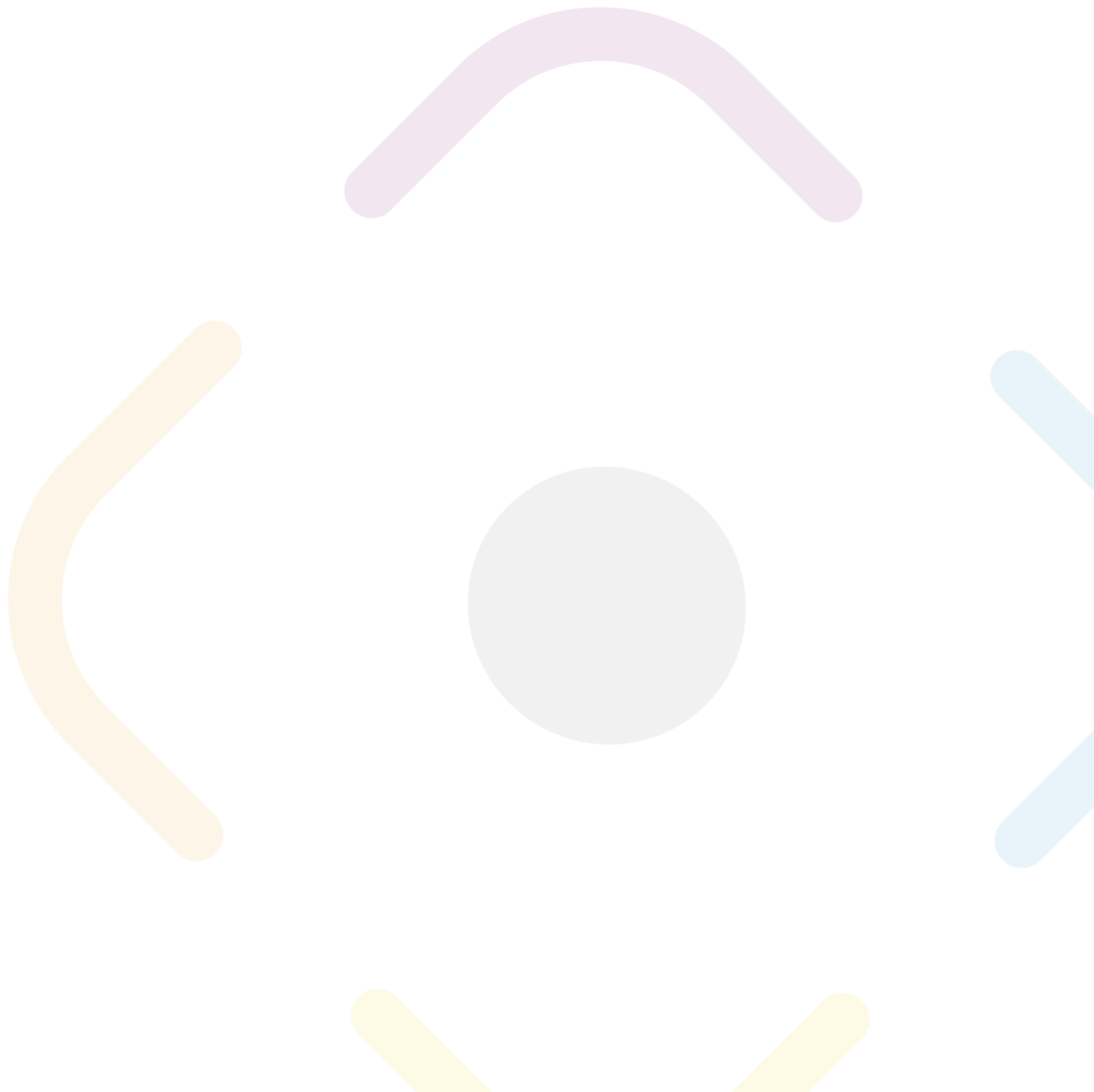
- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.



Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
GCSE Maths and English 4 and above (or equivalent)	E	A
Any other relevant qualifications	D	A
Knowledge & Understanding		
General HR administration knowledge.	D	A/I
Knowledge of HR within the education sector	D	A/I
General understanding of HR policies and their use/purpose	D	A/I
Administration knowledge to include collating, processing and tracking recruitment checks	D	A/I
Skills & Abilities		
Ability to maintain MIS/spreadsheets and produce monthly/termly data to the HR Business Partner.	D	A/I
Ability to work at pace with attention to detail.	E	A/I
Ability to build good, effective working relationships across different sites and recruitment agencies.	E	A/I
Ability to communicate with a variety of different staff across the trust.	E	A/I
Ability to be flexible to support the needs of the HR team.	E	A/I
Ability to work independently and use initiative.	E	A/I
Excellent IT skills (inc. Microsoft Office and HR systems).	E	A/I
Experience		
Experience general Administration	E	A/I
Experience of general HR Administration	D	A/I
Experience of working in a HR environment	D	A/I
Experience of working in a school/education environment.	D	A/I
Experience of working within a team	E	A/I
Personal Commitment		
Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

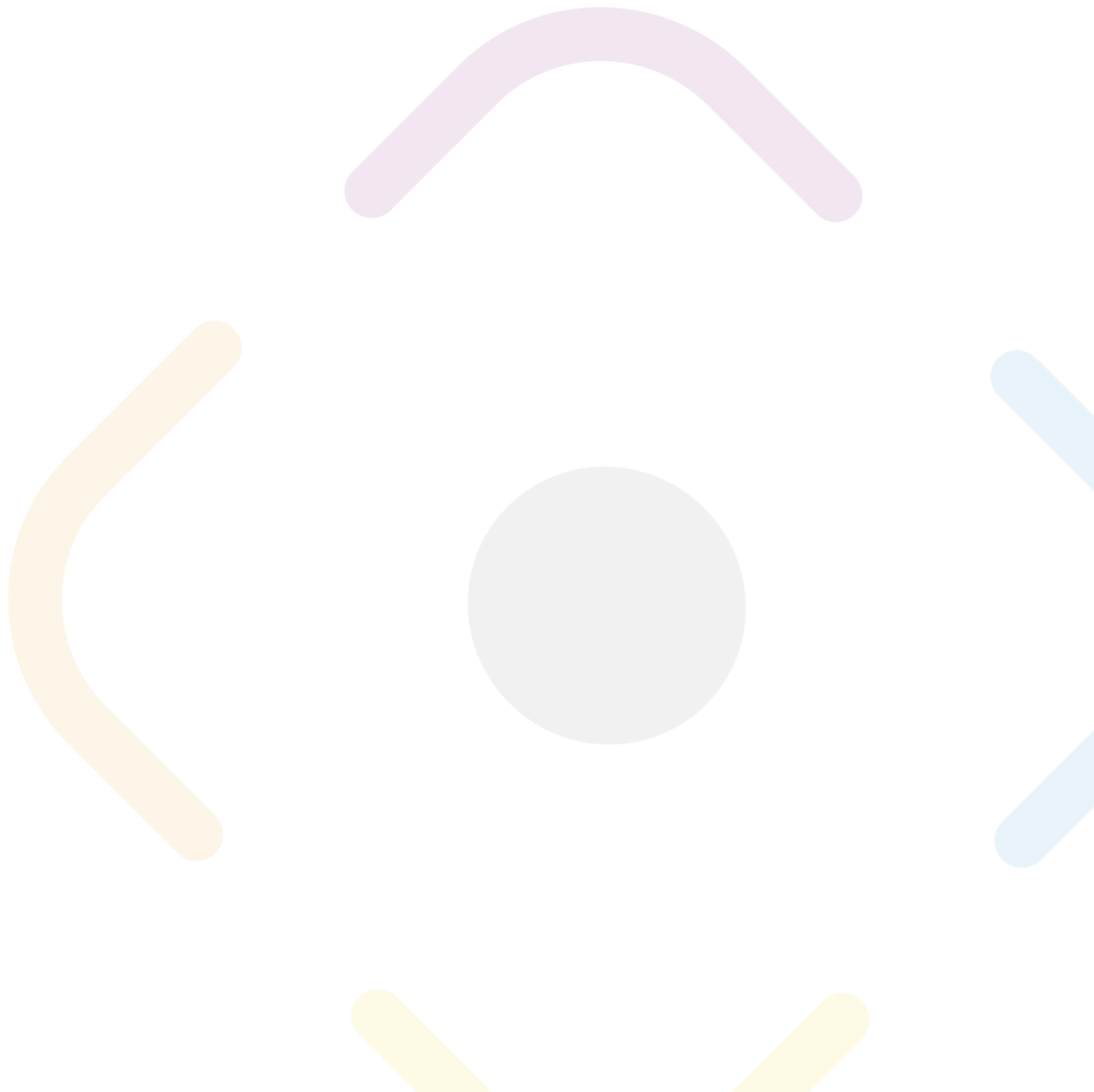
Assessment methods

A - Application
R - References

I - Interview

T - Task/Activity

L - Lesson Observation





Gladstone Primary
Academy



Queen Katharine
Academy



Richard Barnes
Academy



Thomas Deacon
Academy



Upwood Primary
Academy



Warboys Primary
Academy



Welbourne Primary
Academy