

Trust Executive Assistant & HR Co-ordinator

Grade 7, point 18 = £33,672 to point 21 = £36,580
Full Time, Permanent.



UNIVERSITY OF
LINCOLN

ACADEMY TRUST



“Transforming lives”

This post closes on the 30th September 2026.

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About this Role:

Thank you for your interest in this post. Our family of schools currently stands at seven: one special school; four primary schools; and two secondary schools. We serve over 3100 pupils and more than 550 staff. We also are unique in that we educate more than 132 apprentices and are our own apprenticeship provider.

We are clustered in the southeast of Lincolnshire, predominately in the South Holland district of the county. These are rural communities and often hold many challenges for our young people in terms of access to services and opportunities. To some this is a challenge, to us it is our mission: 'to create life choices' and 'to transform lives'.

To date, the trust has experienced many successes in terms of opportunities, improved outcomes for our young people and success in Ofsted too. However, our trust values of ambition applies to our pupils and staff, and our desire for our pupils to experience success is directly related to the development and professional learning of our staff. This post will help support our Executive Leadership team as well as additional support to our HR team to build our new people and trust strategy and further unlock that potential of our teams.

This newly created and exciting role offers a unique opportunity to provide high-quality executive support to the Executive Leadership Team while playing a key role in the development of our emerging People function.

As Executive Assistant to the Executive Leadership Team and HR Co-ordinator, you will provide professional, confidential, and efficient administrative support to all of our academies under the direction of Head of People & HR, helping to ensure the effective operation of strategic and operational priorities.

Working closely with the Head of People & HR, you will support the implementation of our Trust-wide People Strategy and play an important role in creating an inclusive, supportive, and high-performing culture where colleagues feel valued, empowered, and able to thrive.

If you share our enthusiasm for this next stage of development, you will recognise that this role offers the chance to make a tangible impact and to grow professionally within a supportive and forward-thinking organisation. Conversations and visits are warmly welcomed—please do get in touch.

For more information about our trust please visit www.uolat.co.uk



Stuart Anderson

Chief Executive Officer





UNIVERSITY OF
LINCOLN

ACADEMY TRUST

TRUST EXECUTIVE ASSISTANT & HR CO-ORDINATOR

Job Description

Job Title: Trust Executive Assistant & HR Co-ordinator

Salary: Grade 7: Point 18 = £33,672 to
Point 21 = £36,580

Reports to: Head of People & HR

Full Time, Permanent.



Job Purpose

To provide high-quality, professional and confidential executive support to the Executive Leadership Team (ELT), ensuring the effective coordination of strategic priorities, communications and organisational activities across the Trust.

As Executive Assistant to the ELT and HR Co-ordinator, you will play a pivotal role in supporting the continued development of the Trust's People function as it transitions to a fully integrated in-house service. Working closely with the Head of People & HR, you will contribute to the implementation of the Trust's People Strategy through the effective coordination of HR processes, systems and initiatives that support the recruitment, retention, wellbeing and development of colleagues across the Trust.

The postholder will provide comprehensive administrative and operational support across the People function, ensuring that HR records, processes and procedures are accurate, compliant and delivered consistently in line with employment legislation, Trust policies, recognised best practice and the Trust's ethos and values. The role will support academies and central teams by promoting efficient and effective people administration and acting as a trusted point of contact for HR-related enquiries and guidance.

In addition, the postholder will support the effective operation of the Trust's Executive Leadership team through the coordination of meetings, projects, communications, website management and organisational activities. The role requires a highly organised, proactive and adaptable individual who can manage competing priorities, maintain confidentiality, build effective working relationships and exercise sound judgement in a fast-paced environment.

This is a varied and developing role that offers a unique opportunity to contribute to both strategic leadership support and the ongoing development of a high-quality, people-centred service that enables colleagues and academies to thrive.

Specific areas of responsibility and key tasks

Data Management & Reporting	• Maintain accurate, confidential and up-to-date electronic employee records and HR systems, ensuring compliance with data protection requirements and supporting regular data quality audits and annual data cleansing exercises. • Maintain an accurate and up-to-date Single Central Register for the Trust Central Team and support compliance monitoring activities as required. • Produce, analyse and present regular and ad hoc workforce reports, management information, KPIs and people metrics to support decision-making by the Executive Leadership Team and Head of People & HR. • Collate employee feedback, survey results and workforce data, identifying trends and providing information to support organisational improvement and workforce planning. • Prepare briefing papers, reports, presentations, meeting papers and supporting documentation for the Executive Leadership Team, Committees and Trust-wide meetings. • Ensure colleagues and managers are signposted to relevant HR policies, procedures and guidance, promoting consistent application across the Trust. • Support the Head of People & HR in the implementation, monitoring and reporting of the Trust's People Strategy and associated action plans.
Continuous Improvement	• Champion a culture of continuous improvement by supporting the development and enhancement of people practices, systems and processes across the Trust. • Actively contribute to Trust-wide HR and organisational development projects that improve efficiency, compliance and employee experience. • Support the review, implementation and evaluation of HR policies, procedures and initiatives, including the preparation of impact assessments and risk assessments where required. • Assist the Executive Leadership Team in monitoring progress against strategic priorities and people-related objectives. • Identify opportunities to improve administrative processes, reporting mechanisms, communication channels and service delivery across Central Services and HR. • Maintain an up-to-date knowledge of employment law, HR best practice and relevant educational sector developments, applying this knowledge appropriately within the role. • Engage in continued professional development to enhance expertise in executive support, HR administration and organisational practices.
General Duties	• Maintain accurate and compliant paper and electronic personnel records and filing systems. • Administer HR processes relating to starters, leavers, contractual changes, payroll notifications and employee lifecycle activities.

	• Liaise with Payroll and other stakeholders to ensure all contractual and employment changes are processed accurately and within required timescales. • Produce HR correspondence and documentation, including contractual letters, employment confirmations and family leave communications, using approved templates and guidance. • Arrange, coordinate and minute formal and informal meetings, including disciplinary, grievance, capability, consultation and organisational meetings as required. • Provide comprehensive executive support to the Executive Leadership Team, including diary management, meeting coordination, action tracking and managing the flow of information between stakeholders. • Draft correspondence, reports, presentations and meeting papers on behalf of the Executive Leadership Team. • Act as a professional first point of contact for internal and external stakeholders, maintaining high levels of confidentiality and discretion. • Monitor the use of fixed-term contracts and support managers in ensuring appropriate reviews and actions are undertaken. • Support Trust-wide events, meetings, training sessions and employee engagement activities. • Work collaboratively with academy-based administration teams, providing guidance, support and sharing best practice where appropriate. • Provide cover for colleagues during periods of absence and undertake other duties commensurate with the grade and responsibilities of the post.
Compliance	• Support academies and central teams in maintaining compliant Single Central Records and promoting safeguarding requirements. • Administer absence reporting and monitoring processes for the Central Team, ensuring compliance with Trust policies and procedures. • Coordinate probation processes for Central Team employees, monitoring progress and ensuring timely reviews are completed. • Support the induction and onboarding process for new employees, ensuring all pre-employment and employment checks are completed and recorded. • Support the administration and monitoring of annual leave arrangements for Central Team employees. • Maintain accurate records relating to compliance, safeguarding, training, employment checks and statutory requirements. • Prepare compliance reports and updates for the Executive Leadership Team as required. • Support the implementation and monitoring of HR policies, procedures and employment legislation across the Trust.

Recruitment and Retention

- Coordinate and support recruitment activities across the Trust, promoting consistent processes, compliance and best practice.
- Provide administrative support throughout the recruitment lifecycle, including advertising vacancies, arranging interviews, preparing recruitment documentation and issuing employment paperwork.
- Support managers with recruitment processes and candidate communications, ensuring a positive applicant experience.
- Assist in the review and evaluation of job descriptions, role profiles and grading proposals, ensuring consistency across the Trust.
- Monitor and report on recruitment, retention and workforce trends, providing workforce data and analysis to support strategic planning.
- Support onboarding and retention initiatives designed to attract, engage and retain high-quality employees.
- Coordinate recruitment and workforce information for reporting to the Executive Leadership Team and other stakeholders.
- Support Trust-wide workforce planning initiatives and people projects led by the Head of People & HR.



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**TRUST EXECUTIVE
ASSISTANT
&
HR CO-ORDINATOR**

Person Specification

Trust Executive Assistant & HR Co-ordinator

Person Specification



Training, Qualifications & Experience	Essential	Desirable
Educated to GCSE (or equivalent) grade C in Maths and English	Y	
CIPD qualified at level 3 or equivalent relevant experience	Y	
Experience of using Microsoft 365 applications, including Outlook, Teams, Word, Excel, PowerPoint and SharePoint and maintaining websites.		
Experience of high-level administrative HR and support to senior leaders, executives or management teams.	Y	
Evidence of commitment to continuing professional and personal development of self and others	Y	
A proven track record in the successful delivery of HR administration in a school and/or trust environment.		Y
Previous experience working in the education sector in a HR capacity		Y
Experience of administering HR and people strategies that address specific requirements that are fully supportive of educational needs and expectations	Y	
Experience of working within a multi-site organisation with good analytical and diagnostic skills	Y	
Understanding of the regulatory requirements of working in academies		Y
Familiarity with operating national conditions of service for teachers and support staff in schools		Y
Experience of working with trade unions		Y
Experience of managing multiple priorities and competing deadlines within a fast-paced environment.	Y	
Experience of supporting organisational projects, change programmes or strategic initiatives.		Y
Professional Knowledge and Skills	Essential	Desirable

Tact, diplomacy and confidentiality in handling confidential employment and staff matters	Y	
Ability to manage own workload effectively, to work independently and also within a wider collaborative environment.	Y	
Excellent influencing skills, able to communicate sensitively and robustly with HR issues to ensure the best outcome for young people.	Y	
Excellent attention to detail and ability to produce accurate work to tight deadlines.	Y	
Able to understand different cultures and expectations whilst not losing sight of the imperative to change to pro-actively support school improvement and trust priorities.	Y	
Team player, understanding the need to work with all levels of influence and seniority	Y	
Excellent personal time-management capabilities	Y	
Ability to prepare professional reports, presentations, briefing papers and meeting documentation	Y	
Personal Attributes	Essential	Desirable
Ability to command credibility and respect	Y	
Emotional resilience	Y	
Ability to self-evaluate and reflect	Y	
Able to adapt to changing circumstances and new ideas	Y	
Attention to detail and high standards of work	Y	
Can-do attitude and solution-focused approach	Y	
Ability to be respectful and promote equality of opportunity, inclusion and diversity	Y	
Safeguarding	Essential	Desirable
Understanding of responsibilities of the trust and academies in ensuring compliance with all relevant safeguarding legislation	Y	

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

We will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.