

# HR Administrator

The Nicholas  
Hamond Academy,  
Iceni Primary  
Academy & Iceni  
Secondary Academy

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# 01. About Academy Transformation Trust

## Our Mission

Transforming lives by *putting education first*.

## Our Vision

Transforming Lives of **Our Learners**:

We seek to ensure that all our learners receive a high-quality education from expert staff and aspire to achieve the best they possibly can, no matter their background or ability. Our learners have a safe, supportive learning environments in which they develop, grow, and challenge themselves. We are determined that our learners will receive the very best enrichment and opportunities to help them reach their full potential and ensure they are prepared for the future, wherever it might take them.

Transforming Lives of **Our Colleagues**:

Our colleagues are supported with the very best professional development through our innovative ATT institute, allowing them to stay focused on learning and developing as practitioners whilst they progress in their careers. We share the very best practice across our community of academies to help build systems and processes that really work.

Transforming Lives of the **Communities We Serve**:

We are committed to actively engaging with and addressing inequality in our local areas. We understand that every one of our academies and their diverse communities are different, so we aim to build a supportive, collaborative, and nurturing relationship with each whilst sharing our key values across our Trust.

## Our Values

### Commitment to Education

Our core purpose is to positively impact the lives of all our learners. Education will always be at the heart of everything we do.

### Transparency and Integrity

We are proud of our success whilst being open and honest about our areas for improvement. Our actions are always ethical and in the best interests of all our stakeholders.

### Innovation and Improvement

We are committed to innovative education- always moving forward and never standing still. Our learners are ambitious and prepared for a future that is constantly changing and developing.

### Dedication to Inclusivity

Our learners are all different and all important to us. We aspire to support, challenge, and help each one of them reach their full potential, regardless of their background or level of ability.

**To learn more about our story/journey, please read our [ATT Magazine](#)**



# Welcome

to Academy Transformation Trust

At Academy Transformation Trust, we're on a mission. We want to transform education, performance and lives, and we're giving young people the best possible start to their careers across our fast-growing network of academies. A not-for-profit trust, we focus on our students' interests in everything we do, and we are passionate about using innovative technology to accelerate learning. We work inclusively within our communities, embracing the varied localities we serve while sharing our common vision and values. At ATT we are passionate about Diversity, Equity and Inclusion and welcome all applications.

# Fast Facts

Our cross-phase group of academies was founded in 2011 and since then we've grown to our current family of 21 academies (primary, secondary, post 16 and FE) operating across 10 English local authority areas. We are responsible for the education of over 13,000 learners, for the careers of almost 2000 colleagues and for the most effective spending of nearly £80 million of taxpayer income each year.

## Our Priorities: Big Moves

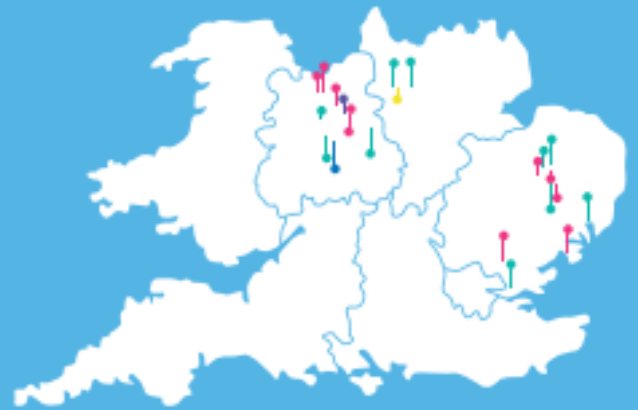
Our Big Moves help solve a problem and achieve a step on our 2-to-5 year plan.

Aligned Autonomy

Shared Services

Improve Outcomes

Grow



- Academy Transformation Trust
- Secondary Academies
- Primary Academies
- Special Academies
- FE Colleges



**ATT | 21 Academies**

Local Authority Areas | 10

**Staff | 1720**

Primary | 409  
Secondary | 1130  
Special | 30  
FE | 76  
Other | 75

**Learners | 13,334**

Primary | 2711  
Secondary | 9280  
Special | 45  
FE | 1298

**Governance**

People Engaged | 120+  
Trustees | 10  
Members | 4

**Finance**

£78 million in funding and other income

ATT Institute | Offering the very best PD opportunities for all our colleagues.

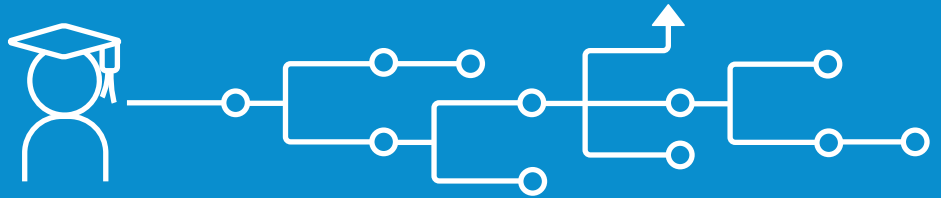
**Ofsted**  
Performance

1 Outstanding

**19 Good**

1 Requires Improvement

# 02. Career Testimonials



## **Donovan Stansbury** | Teaching Assistant

ATT has helped my career from the very beginning of my adult life. I started my career at Mildenhall College Academy on a Teaching Assistant Apprenticeship, provided by ATT FE. Now with my knowledge and understanding of my role I can succeed further with the support of ATT. I have completed my apprenticeship and now have a full-time role as Teaching Assistant at the academy. My next step is to start an OU degree, again something I will do with the full support of ATT.

## **Samantha Chilton** | PA to Principal

During my 14 years at Bristnall Hall Academy, I have been fortunate to have had various roles within the academy. I joined as a Learning Support Practitioner, supporting SEND students in the classroom, however 7 years ago developed my career further to become an Attendance Officer. The transition from LSP to Attendance Officer was well supported by the academy and ATT through a range of CPD, as well as the opportunity to work with colleagues across the Trust to share best practice.

More recently, I have become PA to the Principal, and with the support, guidance, and advice of my colleagues within the Trust, have been able to develop my skills and knowledge to enable me to carry out my role effectively.

## **Nicola Powling** | Faculty Leader, Humanities

Since joining Mildenhall College Academy three years ago, I have been well-supported in my development as a middle leader and with the guidance and advice of senior leaders in the academy I have been able to demonstrate significant impact on the quality of teaching and learning in the Humanities subjects. Last academic year I chaired the Eastern TNG for History, which has given me the opportunity to work with colleagues across the Trust and share best practice. Most recently, I have been seconded to the senior leadership team with a responsibility for teaching and learning; this is an opportunity to continue my career development and to gain insight and experience in senior leadership.



Our PD Curriculum is delivered through three pillars:

Transformational Leadership

[Click to Learn More](#)

Transformational Teaching

[Click to Learn More](#)

Transformational Services

[Click to Learn More](#)

Professional Development at ATT:

## 03. The ATT Institute

### What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey.

### PD Opportunities for Our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

### Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise.

Find Out More Online:

[academytransformationtrust.co.uk/institute](https://academytransformationtrust.co.uk/institute)

# 04. Job Description



## HR Administrator

### Purpose of the job

An integral member of the HR team, the post-holder will assist the Regional HR Officer/Business Partner, taking responsibility for HR administration within the academy (Secondary and Primary sites) undertaking duties across a range of HR activities including payroll, data management and reporting, compliance and general HR administration.

Responsible To: The Principal

### Key Responsibilities and duties:

#### Recruitment and Selection

- To support the recruitment processes across the academy, in conjunction with the recruitment coordinators as applicable.

#### Data Management and Reporting

- To ensure that electronic employee records are accurate and up to date (Bromcom & iTrent). This will include responsibility for data entry, regular and ad hoc reporting, and an annual data cleansing exercise.
- To maintain an accurate and up-to-date single central register (a requirement of OFSTED)
- To carry out the school workforce census annual return.
- To ensure colleagues and line managers are sign posted to the ATT HR related policies and procedures as required.

#### Compliance

- To administer absence reporting and recording processes, ensuring that all absence is reported, recorded and followed up in accordance with the appropriate ATT policies and procedures
- To take responsibility for ensuring that the probation process is managed effectively
- To support the staff induction process and ensure that it is effectively managed
- To support with managing the holiday booking system for all year round staff

#### General HR Administration

- To maintain an accurate and up-to-date paper and electronic filing system for personnel records
- To complete a range of HR related paperwork and liaise with Payroll to ensure that new starters, leavers and changes to salaries are actioned appropriately.
- To process staff changes and staff leaving documentation and arrange exit interviews.
- To produce a range of HR letters and correspondence (e.g. variation to contract letters, maternity, holiday entitlement) from standard templates.
- To take minutes at formal meetings (e.g. discipline, grievance, capability).
- To monitor the use of fixed term contracts and ensure that issues are followed up appropriately.

**Other:**

- To work in collaboration with the ATT HR team as appropriate.
- To cover for absent colleagues and undertake other duties commensurate with the grade.

We particularly welcome applicants from under- represented groups including those based on, ethnicity, gender, transgender, age, disability, sexual orientation or religion or belief.

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

ATT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment by observing the academy's safeguarding policies and procedures.

# 05. Person Specification



## HR Administrator

	Essential	Desirable
Professional Qualifications and learning	<ul style="list-style-type: none"> <li>Educated to Level 2 in English and Maths (e.g. GCSE grade C/4 or above).</li> </ul>	<ul style="list-style-type: none"> <li>HR Qualification (eg. CIPD Level 3 or above) or a desire to work towards.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of working in HR administration.</li> <li>Experience of running effective administrative support.</li> <li>Competent user of Microsoft Office and confident to learn and use new software.</li> <li>Demonstrably strong administrative and organisational skills.</li> <li>Demonstrably excellent written and oral communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a similar role in a school environment.</li> <li>Experience of using Management Information Systems ('BROMCOM' is desirable).</li> </ul>
Competencies	<p><u>Working with People:</u></p> <ul style="list-style-type: none"> <li>Listens well, communicates clearly and fluently.</li> <li>Maintains confidentiality and discretion.</li> <li>Adapts to the team and helps to build team spirit.</li> <li>Relates well to people at all levels.</li> </ul> <p><u>Coping with pressure and setbacks:</u></p> <ul style="list-style-type: none"> <li>Works productively in a high-pressure environment.</li> <li>Maintains a positive outlook at work.</li> </ul> <p><u>Organising and Executing:</u></p> <ul style="list-style-type: none"> <li>Focuses on customer needs and satisfaction.</li> <li>Sets high standards for quality and quantity of work.</li> <li>Works in a systematic, methodical and orderly way.</li> <li>Follows procedures and policies.</li> <li>Manages time effectively and able to multitask to meet deadlines.</li> </ul> <p><u>Professional Acumen:</u></p> <ul style="list-style-type: none"> <li>Resilience and determination to support HR processes.</li> <li>Understand and demonstrate the importance of confidentiality and discretion.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Detail orientated and able to take ownership of tasks and work with minimal supervision.</li> </ul>	
<b>Values</b>	<ul style="list-style-type: none"> <li>• Personal vision is aligned with ATTs high aspirations and expectations of self and others.</li> <li>• Genuine passion and a belief in the potential of every student. Motivation to continually improve standards and achieve excellence above norms.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Full driving licence and access to vehicle to travel between sites.</li> <li>• Demonstrate integrity.</li> <li>• Promotes and defends equal opportunities.</li> <li>• Commitment to the safeguarding and welfare of all pupils.</li> <li>• This post is subject to an enhanced Disclosure and Barred Service check.</li> </ul>	

# 06. How to Apply

## HR Administrator

### Applying:

Please apply by visiting our vacancy site.

[Vacancies - Academy Transformation Trust](#)



### Status:

20 hours per week, Term Time Only + 4 weeks (43 weeks)  
Permanent

**Salary:**  
NJC Point 7 - 14  
(£24,294 - £27,334 FTE - Actual £12,453.33 - £14,011.66)



### Closing Date:

### Start Date:

As soon as possible



### Interviews:

