



LEIGH
Academies Trust

Job Pack

People Administrator (HR)
Leigh Academies Trust

Introduction

Thank you for your interest in joining Leigh Academies Trust. This job pack is designed to give you a deeper understanding of who we are, what we stand for, and what you can expect as a valued member of our team.

Inside, you'll find key details about our Trust, the academy where the role is based, and the position itself. We've also included insights into our culture, values, and the many benefits of working with us. Whether you're an experienced educator or just beginning your journey in education, we hope this pack helps you see how your goals align with ours.

We're excited to learn more about you and we hope this pack helps you decide if this is the right opportunity for your next career step.

For further information and support on our hiring processes, please view our [Careers Page](#).

For any questions? Contact us on:
joinus@latrust.org.uk | 01634 412 263



Welcome from our CEO



Leigh Academies Trust (LAT) is one of the largest and most successful school groups in England. Starting in 2008 in Dartford, the Trust is now responsible for 33 academies of all types, educating over 24,000 pupils, employing almost 4,000 talented staff and with access to an annual income of over £250m. Our Ofsted track record is impressive. Currently, 56% of our academies are considered to be “Outstanding” whilst inspected as part of the Trust.

LAT has remained local with all of its academies located in the South East (Kent, Medway, Bexley and Greenwich), within a one hour drive across the South Thames Corridor. This helps us to share resources and expertise much more easily and offer abundant training and progression opportunities to staff. We invest heavily in our workforce and enjoy strong retention across all job roles. The Trust has embedded various advantages which mean that LAT is an excellent place to develop a career in education. This includes being a highly inclusive employer which celebrates the diversity of its workforce.

Our scale and experience means we have been able to develop several well-chosen approaches to running schools which we know work well. These include:

- A small school approach to education where larger academies are organised into colleges. This ensures high quality pastoral care for pupils.
- A world class digital strategy where all staff and pupils have their own device making teaching, learning and operations efficient and highly impactful.
- Disruption free learning and a “warm strict” approach to behaviour management so that teachers can teach and pupils can learn.
- An all-through International Baccalaureate curriculum equivalent in quality to some of the best fee-paying schools and grammar schools in the UK and further afield.

In addition, The Leigh Institute - which is part of LAT - is responsible for Kent and Medway Training, one of the region’s biggest initial teacher training organisations, a large teaching school hub called Thames Gateway and an accredited apprenticeship provider. This powerful organisation trains, develops and supports 1,000s of teachers, support staff and leadership teams across the region each year. Our future plans are found in our [Vision 2030](#), available on our website.

Simon Beamish, BA (Hons) MSc PGCE NPQH NLE
CHIEF EXECUTIVE



Our Benefits

At Leigh Academies Trust, we believe that our people are our greatest asset. That's why we offer a comprehensive and competitive benefits package designed to support your wellbeing, reward your contribution, and help you thrive both professionally and personally.

From continuous professional development and career progression opportunities to flexible working arrangements, health and wellbeing support, and exclusive staff discounts - you'll find that working with us is about more than just a job.

Explore our full range of benefits here: latcareers.org.uk/benefits

Our Mission: *Education for a better world*

At Leigh Academies Trust, our vision is to transform lives through education. We strive to ensure that every young person - regardless of background - has access to an outstanding education and the opportunity to thrive in an ever-changing world.

We are guided by four core values that shape everything we do:

- **We care** – about our pupils and their families through our human scale approach to education, our staff and their well-being and the world around us, driven by our high ideals and strong moral values.
- **We have boundless ambition** – to achieve excellence for all and create confident young adults with high levels of resilience and integrity.
- **We work together** – as one team because we are greater than the sum of our parts. We foster an enterprising culture through global collaboration with partners in business and education.
- **We keep getting better** – using our 'can-do' attitude and research informed approach to continuous improvement and innovation.

This shared vision unites our academies and teams, creating a strong, collaborative environment where staff and students can flourish.



Job Description

Job Title: People Administrator

Reports to: People Partner/Senior People Partner

Location: Trust Head Office - Central People Services Team

Leigh Academies Trust is a highly successful multi-academy trust. Our model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

Main purpose of role:

The People Administrator plays a key role in delivering a high-quality, people-centred HR service across Leigh Academies Trust, providing an efficient and seamless HR administration service, supporting the OneLAT vision of operational excellence by maintaining clear, streamlined processes that meet the needs of our academies.

The role is aligned with the Goals & Journeys framework, contributing to recruitment and onboarding, payroll and compliance, performance development, and employee wellbeing. By ensuring HR processes are both operationally effective and people-focused, this role helps create a positive employee experience across the Trust.

Responsibilities

All members of the People Services team contribute to shared responsibilities that uphold the OneLAT ethos of collaboration, operational excellence, and continuous improvement. Regardless of individual roles, everyone plays a part in enhancing the employee experience and supporting the Trust's strategic priorities.

As a People Administrator, you will actively support:

- **Data Management & Compliance** – Ensuring accuracy, confidentiality, and GDPR compliance in all HR processes.
- **Equality, Diversity & Inclusion (EDI)** – Promoting an inclusive and supportive workplace where all employees feel valued.
- **Digital Workplace & Innovation** – Using HR systems effectively and supporting process improvements to enhance efficiency.
- **Communication & Collaboration** – Working closely with colleagues in Central Services and our key stakeholders to ensure a consistent and seamless HR service.
- **HR Policies & Procedures** – Knowing where to access key policies and directing staff and managers to the appropriate resources when needed.

These responsibilities underpin the delivery of an excellent HR service, ensuring every interaction supports the Trust's commitment to its people.



1. People Administration & Operational Excellence

- Provide high-quality HR administrative support to ensure efficient and compliant processes across the Trust.
- Maintain and update employee records within iTrent, ensuring data integrity and compliance with GDPR.
- Manage and respond to HR queries promptly and professionally, ensuring accuracy and consistency across the Trust's helpdesk system (Halo), phone, and email. Focus on delivering a smooth and efficient service that reflects our commitment to operational excellence and supports a positive employee experience.
- Support process improvement initiatives, ensuring HR operations are efficient, consistent, and aligned with OneLAT's streamlined approach.
- Assist with HR projects aimed at improving HR service delivery across the Trust.

2. Recruitment & Onboarding

- Support the onboarding process by managing key compliance checks in JobTrain, including references, DBS checks, and right-to-work verification, ensuring all pre-employment requirements are completed accurately and on time.
- Prepare and issue offer letters and contracts, making sure new starters have all the information they need for a smooth transition into their role.
- Keep employee records up to date in iTrent, ensuring all changes are processed correctly and in line with Trust policies.
- Assist with the offboarding process, ensuring leaver documentation is completed and all necessary system updates are made efficiently.

3. Payroll, Compliance & HR Records

- Process payroll-related changes in iTrent, ensuring salary adjustments, contract updates, and other changes are recorded accurately and on time.
- Maintain the Single Central Record (SCR), ensuring all safeguarding and compliance records are kept up to date and meet statutory requirements.
- Ensure HR records are accurate and compliant, keeping data current, aligned with GDPR, and in line with Trust policies.
- Liaise with the payroll team to ensure any contractual changes affecting pay are processed correctly and in a timely manner.

4. Employee Wellbeing & Experience

- Champion a human-centred approach to HR processes, ensuring all interactions with People Services are supportive, efficient, and people-focused.
- Assist in delivering wellbeing initiatives by helping to coordinate activities that promote staff wellbeing, maintaining up-to-date information on available support services, and signposting employees to the right resources, such as the Employee Assistance Programme (EAP) or mental health support.



- Promote staff recognition initiatives by being familiar with key programmes such as LAT Moments and encouraging engagement with Viva Engage to celebrate successes across the Trust.

5. Dispute Resolution & Change Management Support

- Provide administrative support for employee relations processes, including grievances, disciplinaries, and capability procedures, ensuring records are accurate and confidential.
- Assist with case management by preparing documentation, organising meetings, and ensuring timely follow-up actions are recorded in line with Trust policies.
- Take notes in formal meetings, ensuring accurate records are kept and securely stored.
- Be familiar with HR policies and where to access them on Spotlight, ensuring staff and managers can be directed to the correct information when needed.
- Support the implementation of change processes, ensuring smooth administration of restructures, role changes, or policy updates.

Safeguarding of students and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Academies Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.



As a Trust we seek to recruit talented individuals who can not only help to build the success of our academies but also people who are engaging and passionate about everything they do.

For the role of People Administrator (HR), we would expect candidates to demonstrate:

Experience

Essential

- **Customer-Focused Approach** (Provide a friendly, professional, and responsive HR support service to staff and managers)
- **Collaborative Working** (Work closely with Recruitment, Payroll, Learning & Development, and Employee Relations teams, ensuring HR services are well-integrated and provide a smooth experience for employees)
- **Delivering professional and efficient HR support** (Implies previous successful experience)
- **Supporting the OneLAT ethos of collaboration, operational excellence, and continuous improvement** (Implies experience working within a values-driven environment)

Skills and abilities

Essential

- **Attention to Detail** (Ensure accuracy in all HR processes and documentation, maintaining high standards in a busy environment)
- **Strong Organisational Skills** (Manage multiple tasks effectively, prioritising workload and meeting deadlines efficiently)
- **Clear and Professional Communication** (Engage confidently with colleagues at all levels, ensuring written and verbal communication is accurate and helpful)
- **Ability to Work with HR Systems** (Comfortable using HR platforms such as iTrent, JobTrain, and Halo, with the ability to adapt to new systems as needed)
- **Problem-Solving Approach** (Take a proactive role in resolving queries, identifying ways to improve processes, and supporting HR operations)

Personal qualities and attributes

Essential

- Highly Organised
- People-focused
- Committed (to delivering professional and efficient HR support)
- Strong attention to detail
- Proactive approach
- Professionalism & Confidentiality (Handle sensitive information with discretion and in line with data protection and safeguarding policies)



Apply

We're delighted that you're considering joining Leigh Academies Trust. To apply for this opportunity, please submit your online application via the job advert on our [current vacancies page](#).

We recommend taking the time to review the job description and person specification in order to also tailor your application to show how your skills and experience align with the role.

You'll need to have the following ready when applying:

- Personal details/contact information
- An up-to-date CV and/or personal statement
- Employment and education history
- Contact details for a minimum of 2 references

Join our Talent Network

If this is not quite the right opportunity for you, but you would like to stay in touch, you can join one of our Talent Networks today by [clicking here](#).

A member of the Recruitment Team will be in touch to help find the right role for you!

