

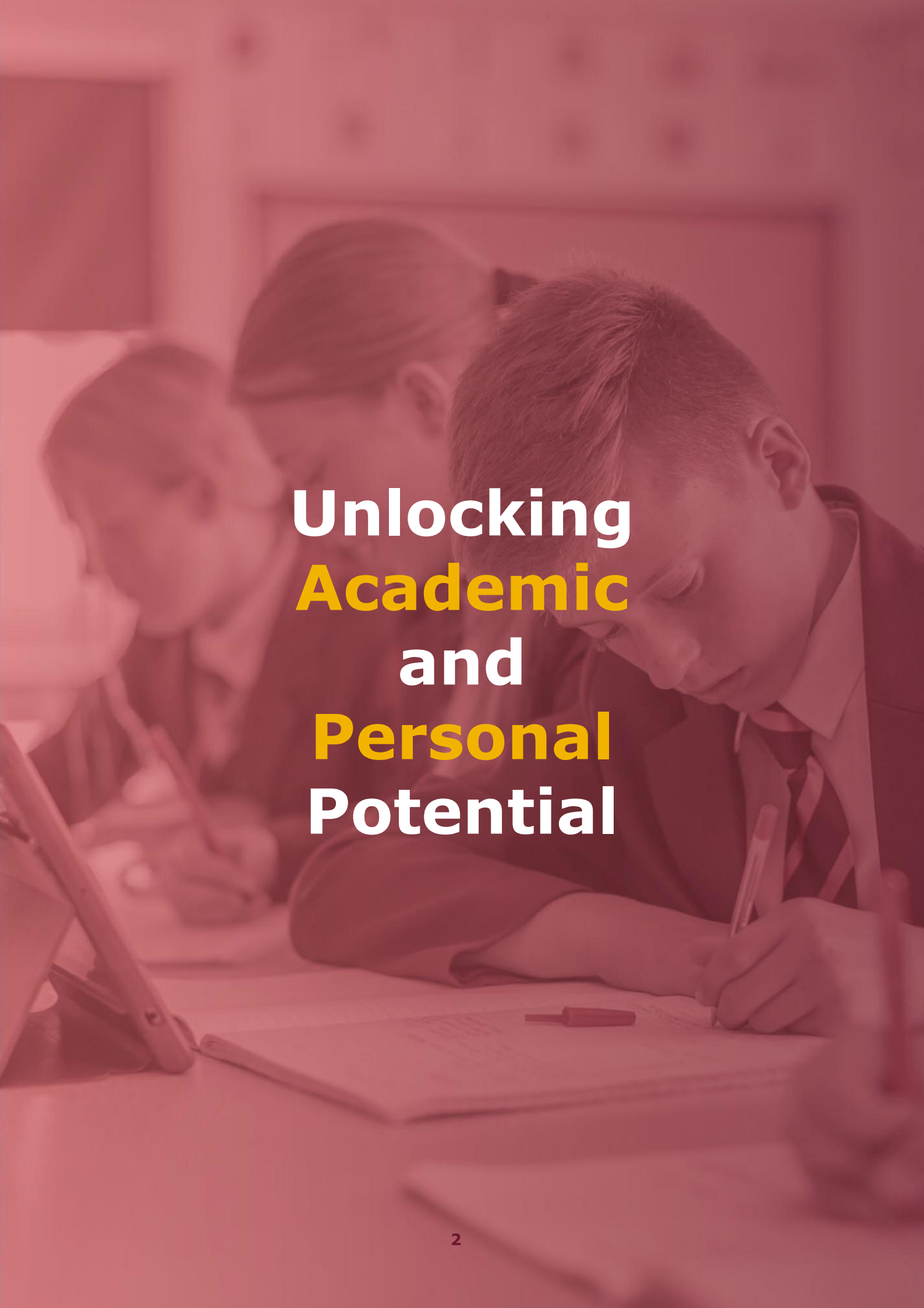


Windsor
Academy Trust

HR Admin Assistant

Candidate Information Pack



A photograph of three students in a classroom, all wearing school uniforms and focused on their work. The student in the foreground is writing in a notebook. The background is slightly blurred, showing two other students. The entire image has a red tint.

Unlocking Academic and Personal Potential

Welcome

As the CEO of the Windsor Academy Trust family, I am delighted to introduce you to this opportunity to join our team.

We are an award-winning family of 15 primary and secondary schools across the West Midlands. Our team of 1,200 passionate staff works together every day with a single, clear mission: to unlock the academic and personal potential of our 10,000 students.

We want our young people to become all and more than they ever thought they could be. We are constantly inspired by the way our staff play a part in improving schools and shaping children's lives and futures.

We are exceptionally proud of Windsor Academy Trust's reputation. Our schools serve diverse communities and achieve results that are significantly above the national average. But we know schools are more than just places of learning; they are anchors in their communities. We take our role as civic leaders seriously and work with many partners to support our families and local areas.

Being a great employer matters to us. We are very proud to have won the Edurio 'Trust Value Award'. In our staff survey, our people told us they have a strong sense of belonging and deeply value being part of our family of schools. As an Associate College for the National Institute of Teaching, we are also committed to helping our staff grow, learn and develop their careers with us.

As we strive to be a world-class provider of education, we are looking for people who share our values. We are looking for individuals who pursue excellence, act with respect and responsibility, and believe in the power of collaboration. We want people who are optimistic, courageous and ready to make things happen.

If you believe you are this person, join us on our journey. I invite you to be part of our story and our legacy.

Together, let's shape the future.



Dawn Haywood
Chief Executive Officer

Who are we?

Established in 2011 with Windsor High School and Sixth Form, our family has grown to fifteen successful schools. We currently have seven primary and eight secondary schools all located within one hour of each other. Our family reach will be expanding with further plans for growth.



Unlocking Academic and Personal Potential



15
SCHOOLS



10000
CHILDREN



1200
STAFF

-  **Cheslyn Hay Academy**
-  **Clayton Hall Academy**
-  **Colley Lane Primary Academy**
-  **Goldsmith Primary Academy**
-  **Great Wyrley Academy**
-  **Greenways Primary Academy**
-  **Kingswinford Academy**

-  **Manor Way Primary Academy**
-  **Milton Primary Academy**
-  **Newcastle Academy**
-  **Rivers Primary Academy**
-  **Sir Thomas Boughy Academy**
-  **Tenterfields Primary Academy**
-  **Windsor High School and Sixth Form**
-  **Windsor Olympus Academy**
-  **WAT Halesowen, Great Wyrley & Newcastle under Lyme offices**

Job Description

| | |
|------------------------|----------------------------------|
| Salary | Grade 2 - £21758 starting salary |
| Reporting to | The People Directorate |
| Responsible for | HR Administration |
| Location | WAT North Staffordshire & Stoke |

Job Purpose

The HR Administration Assistant is central to the smooth operation of the North Staffordshire & Stoke central office, providing high-level HR support to ensure a professional and efficient environment. The role involves a diverse blend of HR & personnel duties, including scheduling interviews, absence management meetings, alongside broader responsibilities in event coordination and office management. As a key point of contact, the post holder will support visitor hospitality and reception duties, representing the professional standards of the Windsor Academy Trust.

Administrative and HR Support

The HR Administration Assistant will:

- Provide dedicated and comprehensive administrative support to the North Staffordshire & Stoke HR team, including scheduling of meetings.
- Prepare meeting agendas and coordinate supporting documentation for the People Partner & People Team Assistant.
- Maintain accurate and up-to-date employee records in the HR information system, ensuring compliance with data protection requirements
- Support the central team with general HR administrative tasks to ensure operational efficiency.
- Provide comprehensive administrative and project support for the planning and execution of Trust-wide events, conferences, and training sessions.
- Print, photocopy, and prepare high-quality papers and resources for meetings and events.
- Take responsibility for maintaining and updating central administration digital drives and filing systems.
- Support the end-to-end recruitment process, including advertising vacancies, arranging interviews, preparing recruitment documentation, and issuing offer letters.
- Complete pre-employment checks, including references, right to work, DBS, and safeguarding checks, ensuring compliance with statutory requirements.
- Process new starters, contractual changes, and leavers in a timely and accurate manner.
- Monitor probationary periods and notify managers of key review dates.
- Maintain HR trackers for recruitment, absence, probation, training, and compliance.
- Support the administration of sickness absence, maternity, paternity, adoption, flexible working, and other family-friendly policies.
- Assist with payroll administration by ensuring accurate and timely submission of contractual changes and employee information.

Office Management

The Administration Assistant will:

- Receive and welcome visitors to the office in a professional manner, providing refreshments and hospitality.
- Process and direct incoming mail, deliveries, and courier services.
- Answer incoming phone lines in a timely and professional manner.
- Support the management of the digital sign-in applications and visitor management systems.
- Ensure all meeting rooms are managed effectively, including booking systems and physical set-up (table layout, resources, and IT access).
- Maintain the office environment to ensure it remains clean, tidy, and a professional working space.
- Undertake fire warden duties for the central North Staffordshire & Stoke team and visitors
- Organise and maintain stationery and office supplies to ensure continuous operation.

Professional Development and Ethos

The HR Administration Assistant will:

- Contribute to the overall ethos, aims, and vision of Windsor Academy Trust.
- Participate in training, learning activities, and performance development as required.
- Attend and participate in relevant staff and project meetings.
- Adhere to all Trust policies and procedures, specifically those relating to safeguarding and the welfare of children.

Person Specification

| Area | Essential | Desirable |
|---|-----------|-----------|
| Qualifications and Experience | | |
| Level 3 Business Administration qualification or equivalent experience. | | ✓ |
| Good numeracy and literacy skills (GCSE Grade C/4 or equivalent in English and Maths). | ✓ | |
| Experience of working in a busy administrative or office environment. | ✓ | |
| Experience in event coordination or supporting large-scale functions. | | ✓ |
| Previous experience working within an educational, multi-academy trust environment or HR environment | | ✓ |
| Skills and Competencies | | |
| Advanced knowledge of ICT packages, including Microsoft Office and Google Workspace. | ✓ | |
| Ability to prioritise a heavy workload and meet tight deadlines under pressure. | ✓ | |
| Exceptional attention to detail and accuracy in written work. | ✓ | |
| Strong communication skills, both verbal and written, with the ability to engage with stakeholders at all levels. | ✓ | |
| Ability to troubleshoot basic IT and audio-visual equipment in meeting rooms. | | ✓ |
| Experience using school-specific Management Information Systems (MIS) or visitor management software. | | ✓ |
| Personal Qualities and Attributes | | |
| Ability to remain calm under pressure while maintaining a positive and professional attitude. | ✓ | |
| A proven ability to work effectively as part of a collaborative team. | ✓ | |
| High level of discretion and the ability to handle confidential information appropriately. | ✓ | |
| A commitment to providing excellent customer service and hospitality. | ✓ | |
| Willingness to undertake relevant training and continuous professional development. | ✓ | |
| Flexibility to adapt to changing priorities in a fast-paced environment. | | ✓ |

| Area | Essential | Desirable |
|---|-----------|-----------|
| Safeguarding | | |
| Full commitment to safeguarding and promoting the welfare of children and young people. | ✓ | |
| Willingness to undergo an enhanced DBS with barred list check. | ✓ | |

What Makes WAT, WAT

Our strategic approach, encapsulated in our Why, How and What, draws significant inspiration from the foundational work of thought leaders Lencioni and Sinek. Their insights guide us in clearly articulating our purpose, our behaviours and approaches, and our pathway to success.



Why We Exist:

A Shared Moral Purpose

The mission of the Windsor Academy Trust family remains as steadfast today as it was on our first day. We exist for one shared moral purpose: to **unlock academic and personal potential**. We believe this is for all children, regardless of their background or starting point.

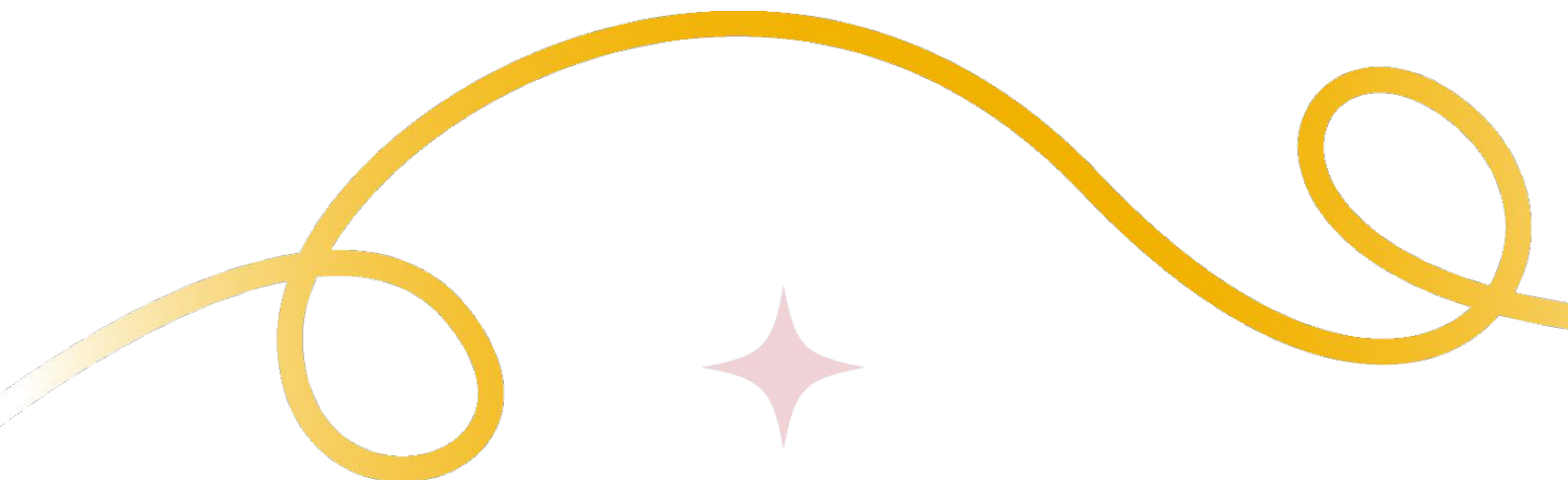


Academic Potential

Unlocking academic potential is enabling every student to achieve their full intellectual and educational capabilities. It means more than just helping students pass exams; it involves fostering a deep understanding of subjects, developing critical thinking skills and cultivating a lifelong love of learning. This is achieved through a knowledge-rich curriculum, expert teaching and personalised support that removes barriers to learning and allows each child to thrive academically.

Personal Potential

We want all our students to aspire and become everything, and more, than they ever thought they could be. This means developing students who know who they are and the sort of person they want to be; students who have discovered their passions; students who pursue their talents; students who hold high hopes and dreams for their futures with a clear sense of purpose. We want students who are driven to make a difference, and who therefore deeply understand the importance and value of education, not just for their own futures but also for the difference they will make in their communities, the society and world we live in.



How We Behave and Succeed

How We Behave: Our Values

In 2022, we collaboratively agreed on five core values: pride in excellence, respect, responsibility, collaboration and bold and innovative. As we move forward, we have honed these five fundamental values that underpin everything we do to reflect where we are now as an organisation:

- **Excellence:** We have high expectations, relentlessly striving to be exceptional in all that we do.
- **Collaboration:** We maximise the wisdom, resources and power of the collective - across our trust family, civically and systemically - for the benefit of all.
- **Inclusivity:** We foster belonging and equity by behaving with integrity, respect and kindness.
- **Empowerment:** We unleash potential, entrusting people to lead and achieve.
- **Innovation:** We courageously shape the future for wider public benefit.



How We Succeed: The WAT Way

Our approach to achieving success is built upon a clear and dynamic framework, much like a winning sports team's strategy.

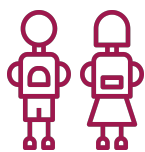
- **Game Plan:** Our overarching strategy, defining our long-term objectives and the broad direction we need to take to achieve our vision.
- **Set Plays:** Our "best bets for success" - the proven, high-impact practices and initiatives that we know deliver results and allow us to execute our Game Plan effectively.
- **Empowerment:** Entrusting our staff to perform at their best, fostering creativity and providing them with the trust and support needed to thrive and contribute fully to our shared goals.

What We Do

We develop high-performing schools that raise aspirations, inspire learning, build character and cultural capital, power social justice and enable **all** students to thrive and make a difference in their communities and the world.

Our Five Turbo Boosters

Through our 'Co-creating Brighter Futures for All' strategy, we will ignite five key Turbo Boosters. These will powerfully propel us forward, much like a rocket ship, towards our guiding star: unlocking academic and personal potential.



Turbo Booster One Students

Boosting education for students in our schools



Turbo Booster Four Sustainability

Boosting environmental action for the benefit of future generations



Turbo Booster Two Staff

Boosting careers in the best organisation to work and grow



Turbo Booster Five System

Boosting education for all children no matter where they go to school



Turbo Booster Three Society

Boosting civic action to empower our communities to thrive

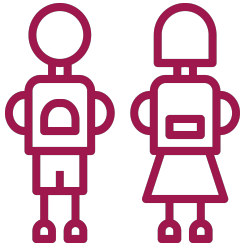
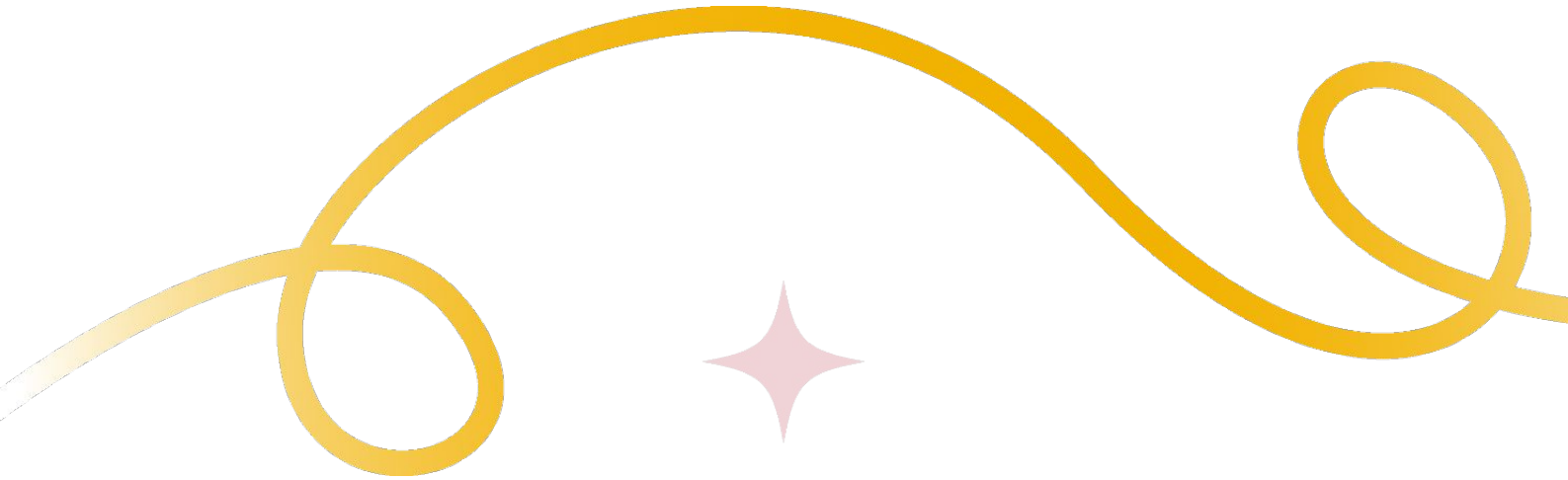
Our Igniters

Underpinning our five Turbo Boosters are five **Igniters** that power up our strategy.

- **Technology:** We will harness technology, including AI, to enhance teaching, learning, and inclusion. This means a reliable digital infrastructure and a seamless data ecosystem that empowers our entire community.
- **Research:** We will embed a culture of robust, evidence-informed research to drive continuous improvement. We will conduct research projects in partnership with academic institutions and empower our staff to be generators and consumers of research.
- **Communications:** We will build a powerful communications framework to ensure our vision is clearly understood, our reputation is strong and our culture is vibrant. We will become an employer of choice and ensure our schools are the number one choice for families.
- **Resources:** We will ensure the long-term financial sustainability and operational efficiency of our trust. This means maintaining stable reserves, investing in high-quality facilities and ensuring cost-efficient procurement.
- **Governance:** We will build a strong, ethical and effective governance framework that is not only compliant but also forward-looking and dynamic, with a continuous cycle of reviews and a focus on constructive challenge.

WAT a Snapshot

We have achieved a huge amount across our family already – and have highlighted some of our successes for each Turbo Booster below.



Turbo Booster One

Students

Boosting education for students in our schools

- Strong academic outcomes across KS4 and KS5 - and in the top 9% in the country for primary attainment; the strongest KS2 results in our history
- All schools in the Windsor Academy Trust family are rated 'Good' or better by Ofsted, with our founding school, Windsor High School and Sixth Form, rated 'Outstanding' in all areas. Seven of our schools were graded 'Inadequate' or 'Requires Improvement' when they joined us
- Four of Windsor Academy Trust's primary schools featured in the top 10 in the national Edurio Pupil Happiness Award
- A range of annual trust-wide collaborative events for our students to help unlock their personal potential across sport, the arts, science and more
- Windsor Academy Trust featured as a global case study for Apple for our use of iPads in teaching and learning



Turbo Booster Two

Staff

Boosting careers in the best organisation to work and grow

- Awarded the 'Trust Value Award' by Edurio after staff said they have a strong sense of belonging and deeply value being part of our family of schools
- Awarded 'Executive Team of the Year' at the MAT Excellence Awards 2024
- An Associate College of the National Institute of Teaching
- Bi-annual staff conference at the ICC, Birmingham, and twice-yearly collaborative inset days
- 8% above national for staff career development in our trust-wide staff survey
- Shortlisted for the Tes School Awards 'Trust Team of the Year' and MAT Excellence 'MAT of the Year' Awards, taking place in June 2025
- Family-wide staff events including two Collaborative INSET days annually and over 20 staff Professional Learning Communities
- Annual fun staff and family events, including our WAT a Run fundraiser for our 'Bed & Breakfast' campaign
- Windsor Academy Trust Talent Institute delivering professional learning for thousands of educators across the West Midlands region annually



Turbo Booster Three

Society

Boosting civic action to empower our communities to thrive

- A national voice on education and health partnerships and co-creating solutions to reduce health inequalities in young people
- Civic work featured as case studies in the book 'New Domains of Educational Leadership' by Leora Cruddas, CEO of Confederation of School Trusts
- The WAT Community Foundation raising vital funds for our 'Bed and Breakfast' campaign
- Annual trust-wide fundraising campaign, WAT a Run, in Mental Health Awareness Month, with staff running two marathons in two days between our 15 schools and fun runs for our children
- Community hubs on school sites acting as a front door to public services



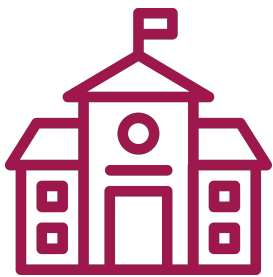


Turbo Booster Four

Sustainability

Boosting environmental action for the benefit of future generations

- Environmental Trust of the Year in the MAT Excellence Awards 2023
- Ambition to become one of the most sustainable school trusts in the country
- Sustainability strategy and 10 year decarbonisation plan that puts us on track to be net zero by 2030
- Annual student WAT COP event, in partnership with Ministry of Eco Education, Schools of Tomorrow and Let's Go Zero



Turbo Booster Five

System

Boosting education for all children no matter where they go to school

- Shortlisted in the MAT Excellence Awards 2025 for 'MAT of the Year', 'Civic Partnership of the Year' and 'Digital Innovation Award'
- DfE lead for the Walsall and Sandwell Priority Education Investment Areas 'Metacognition and Self Regulation' initiative to raise attainment across 40 schools
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Working for Windsor Academy Trust

**We believe it is important to be a great place to work.
In addition to a competitive salary we offer:**

Pensions

As a staff member you have access to the Local Government Pension Scheme and Teachers' Pension Scheme - both generous schemes with the employer contributing up to 20% plus. This also provides a death in service benefit of three times your salary.

Pay progression & career pathways

As well as any nationally agreed pay award (a salary increase linked to inflation), our employees have access to pay progression according to their grade.

We offer a number of career pathways from teaching and other classroom based roles to administration and IT. If you're interested in progressing on your career journey or taking a new career pathway, you should discuss this further with your line manager at your annual appraisal.

Continual Professional Learning (CPL)

Windsor Academy Trust has developed exceptional teachers, leaders and professional services staff in schools for over a decade. We have an excellent reputation for delivering outstanding and innovative professional development for teachers, leaders and professional services staff at all levels, across the Midlands and beyond. Our professional development offer ranges from Initial Teacher Education, to the Early Career Framework as well as leadership development programmes such as National Professional Qualifications (NPQs) as well as networking groups for a number of roles.

Employee Assistance Programme

Windsor Academy Trust has signed up to an Employee Assistance Programme with the Education Support Partnership which provides a support line to access a range of practical and emotional help 24/7, including counselling sessions, financial, legal and practical support from qualified professionals on a range of personal issues as well as access to online health and wellbeing resources and a specialist information service.

Free flu vaccinations and eye tests

For a number of years, Windsor Academy Trust has provided free flu vaccination vouchers so that you can protect yourself over the winter months. We also provide free eye tests for display screen equipment users, which applies to the majority of our employees.

Cycle to work scheme

For those who do not live too far from work, cycling instead of driving or taking public transport could be a good option to save on travel costs. Our cycle to work scheme helps Windsor Academy Trust employees to purchase a brand new bike and spread the cost over 12-18 months. To find out more, visit The UK's Most Popular Cycle to Work Benefit - Cyclescheme.

Food and leisure discounts

Windsor Academy Trust has signed up to access Vivup - the leading wellbeing and benefits provider to the public sector - meaning our employees can benefit from lifestyle savings on films, leisure activities, dining out, family essentials and many more popular categories.

Reduced childcare costs

For working parents, childcare costs can be a significant financial burden. However, there are some solutions available to staff that may help ease short-term financial pressures around childcare. You may be eligible for the Government's tax-free childcare scheme. Find out more by visiting Tax-Free childcare at gov.uk. Should you need them, flexible working and paid time off for caring responsibilities policies are available upon request. Visit the Policies and Procedures section on the Windsor Academy Trust website for full details.

Local Credit Union

Windsor Academy Trust is now a partner employer with Castle & Crystal Credit Union based in Dudley. They are a not-for-profit financial co-operative who provide affordable loans and secure savings for all who live or work in the West Midlands. Loans repayments can be made directly from your salary.

Flexible Working

Windsor Academy Trust supports and is open to flexible working.



How To Apply

The closing date for completed applications is **date**. Interviews will take place on **date at time in location**. If successfully invited through to the second day of interviews, they will be held on **date at time in location**.

Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification.

For more information about this position or to have a confidential discussion , **please contact name/ job title/ job description on phone number or email**

We look forward to hearing from you!

Windsor Academy Trust is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences.

Safer Recruitment In Education: Information For Applicants

- WAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- We have a number of policies and procedures that contribute to our safeguarding commitment, including our child protection policy which can be viewed at windsoracademytrust.org.uk/governance.
- It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.
- Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.
- We will ensure that our concerns are discussed with parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.
- We actively support the Government's Prevent agenda to counter radicalism and extremism.

What we will provide:

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post; including safeguarding responsibilities.
- a person specification which will include a specific reference to suitability to work with children.

All applications for employment will be required to complete an application form online, containing questions about their academic and full employment history, and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in their employment history.

References

References will be requested with your consent, at the selection stage directly from the referee.

Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Pre-employment checks

- It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.
- An enhanced DBS check is required for all successful applicants.
- Prohibition, overseas and section 128 checks will also be completed if necessary.

Child Protection and Safeguarding Policy

View our Child Protection and Safeguarding policy at windsoracademytrust.org.uk/policies



Windsor Academy Trust

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