



# **Trust HR Administration Apprentice**

## **Candidate Information Pack**

**Closing Date: 12.00pm, Monday 8 September 2025**



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# Welcome from the CEO

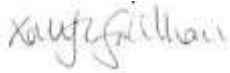
Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a newly merged Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards in all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.



Louise Spellman



# Trust HR Administration Apprentice

**Job Title:** Trust HR Administration Apprentice

**Location:** Spark Education Trust, Whinstone Primary School (Ingleby Barwick)

**Start Date:** November 2025

**Actual Salary:** £12,550 to £12,843 (Apprentice Wage)

**Hours of Work:** 37 hours per week, term time plus 5 days (plus days and whole-time working negotiable)

**Contract Type:** Temporary (until the completion of the apprenticeship)

**Closing Date:** 12.00pm, Monday 8 September 2025

**Interviews:** Thursday 18 September 2025

## About the Role

We are seeking to appoint a highly motivated and enthusiastic individual who is looking to learn the fundamentals of HR administration. The successful candidate will need a pro-active approach to work, with an ability to organise and prioritise workload effectively while using their initiative and working independently when needed.

As a Trust HR Administration Apprentice, you will be based in the Spark Education Trust Central Offices at Whinstone Primary School. Here, you will work as part of the Central Services HR Team alongside the Trust HR Director and Trust HR Officers. The purpose of this role is to provide the successful candidate with the means to professionally develop themselves in the HR Administrator role via the apprenticeship route by learning to provide effective support to the Trust HR Director, Trust HR Officers, Headteachers and School Administrators. You will learn how to do data input across various systems while ensuring filing systems are kept up to date.

This is a fantastic opportunity for someone who is eager to start their journey as a HR professional.

## About Us

We are a newly merged Trust, Spark Education Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

## What our schools have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- An aspirational curriculum for all students
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

For further details on us as an organisation, please click [here](#).

If you wish to discuss the role further, please contact Shellena Hussain, HR Director at [shussain@sparkeducation.org.uk](mailto:shussain@sparkeducation.org.uk).

## How to Apply

Please make sure that the application form is completed and returned via email to [vacancies@sparkeducation.org.uk](mailto:vacancies@sparkeducation.org.uk), addressed to Shellena Hussain, HR Director.

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

## Safeguarding Notice

The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from the rehabilitation of offender's act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

# Job Description

<b>JOB TITLE:</b>	HR Administration Apprentice
<b>REPORTING TO:</b>	HR Director
<b>GRADE:</b>	Apprenticeship Rate
<b>KEY PURPOSE OF THE JOB:</b>	To provide effective HR administration support to the Central Services HR Team and the schools that they serve.

## MAIN DUTIES AND RESPONSIBILITIES

- To support the Central Services HR Team with all administration related matters.
- To support the Central Services HR Team with administrative work in relation to HR casework.
- To input data and effectively maintain confidential HR record to ensure that they are always up to date.
- To ensure that both physical and electronic filing systems are organised and maintained effectively to support an efficient working environment.
- To ensure that both physical and electronic staff files are accurate and adhere to safer recruitment practices.
- To pro-actively monitor the HR and Vacancies email inbox: responding to queries and, where necessary, escalating them to the Trust HR Officers/Trust HR Director.
- To answer incoming calls to the Central Services HR Team and deal with queries effectively, escalating to them to the Trust HR Officers/Trust HR Director as appropriate.
- To organise meetings, minute take and provide confidential administrative support.
- To prepare and issue contracts and variations of contracts as needed.
- To contribute to the overall improvement of the Central Services HR Team, supporting with projects as directed by the Trust HR Officers/Trust HR Director.
- To produce both physical and electronic lists/information/data as required and to feed into relevant HR reports as and when necessary.
- To be aware of and comply with data protection in accordance with the General Data Protection Regulation (GDPR) and Trust Policies.

## SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment in accordance with the current DfE statutory guidance for Keeping Children Safe in Education.

# Person Specification

<b>JOB TITLE:</b>	HR Administration Apprentice
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QUALIFICATIONS	ESSENTIAL	DESIRABLE
NVQ 2 or equivalent qualification in relevant discipline <b>or</b> appropriate experience.	✓	
Willingness to participate in training and development opportunities.	✓	
NVQ 3 or equivalent qualification in relevant discipline, e.g. Business Administration or HR Level 3.		✓
EXPERIENCE	ESSENTIAL	DESIRABLE
Demonstrable administrative experience which includes maintaining efficiently accurate and confidential records.		✓
Experience of working in an office environment as part of a team.		✓
Working to and achieving deadlines.		✓
Broad, generalist understanding of Human Resources.		✓
SKILLS AND KNOWLEDGE	ESSENTIAL	DESIRABLE
Maintaining highly accurate records.	✓	
Proactive approach to work.	✓	
Excellent verbal and written communication skills.	✓	
Excellent planning, prioritising and organisational skills.	✓	
High degree of attention to details.	✓	
Proficient in Word and Excel or similar software.	✓	
Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	✓	
Ability to identify own training & development needs and be willing to address these.	✓	

Knowledge of education sector.		✓
PERSONAL ATTRIBUTES	ESSENTIAL	DESIRABLE
Professional and approachable.	✓	
Self-motivated.	✓	
Flexible.	✓	
Commitment to working as part of the team and supporting the vision and aims of the Trust.	✓	



# How to Apply

Application forms and further details are available on the Trust's website –

[sparkeducationtrust.org.uk](https://sparkeducationtrust.org.uk)

Please make sure that the application form is completed and returned via email to [vacancies@sparkeducationtrust.org.uk](mailto:vacancies@sparkeducationtrust.org.uk), addressed to Shellena Hussain, HR Director.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

## Confidential References

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

## Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

## Person Specification

Sets out the criteria to be used for the shortlisting process.

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**Interviews to be held: Thursday 18 September 2025**

# Employee Benefits

## Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

## Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

## Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through [www.greencommuteinitiative.uk](http://www.greencommuteinitiative.uk) which enables staff to access a new bike and bike equipment.

## Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

## Professional Development

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.