

# Welcome to our Trust

## HR Assistant - Recruitment Pack

Aspiration Community Empowerment Inclusivity

# Welcome to Anglian Learning



Thank you for your interest in the position of HR Assistant Anglian Learning.

We are an ambitious, outward looking school trust consisting of seven secondary schools and eleven primary schools, the latest to join our community being Stour Valley Community School and Clare Community Primary School in March 2025. While each of our academies retains very clearly their own identity and ethos, we are collectively passionate in our belief that all young people deserve to have access to an outstanding education, and which crucially enables them to thrive in the local, national, and global communities in which they live.

Anglian Learning has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to innovative ideas and alternative perspectives. We also passionately believe that our most valuable resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as providing a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact Kylie Major, HR Business Partner, at [KMajors@anglianlearning.org](mailto:KMajors@anglianlearning.org).

I hope that you find the following information useful. If you wish to make an application for this vacancy, please see contact information within.

We look forward to hearing from you.



**Jonathan Culpin,  
CEO, Anglian Learning**

# Contents

02

Welcome from the Chief Executive Officer

04

Our Values

05

About Anglian Learning

06

Working for Anglian Learning

08

Role Summary and Job Description

12

Person Specification

13

How to Apply

# Our Values:

## Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be



## Community

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together



## Empowerment

We enable our academies, staff and learners to embrace new ideas and think creatively



## Inclusivity

We believe in equality of opportunity, celebrating everyone's differences and supporting learners of all abilities from all backgrounds



# About Anglian Learning

Founded in September 2016 of four community-facing secondary schools seeking to share knowledge and provide mutual support, Anglian Learning has grown over the past nine years to be one of the leading school trusts in the region.

Educating more than 9000 pupils and employing over 1300 staff across three counties and eighteen academies, the Trust's mission is to enable inclusive and aspirational learning in every classroom, empower leaders across every academy, and ensure inspiring opportunities and educational success for all of our learners, people and communities.

Alongside this, the Trust remains committed to its heritage which is rooted in local communities and several of our schools provide adult learning opportunities and support for local groups and societies. We also operate our own sports centers under the banner of Anglian Leisure. Local, high quality and representative governance of schools is a key aspect of our leadership structure and we are recent winners of the NGA National Outstanding Governance Award as a reflection of this commitment.



In addition to our commitment to celebrating our community ethos, we believe strongly in empowerment: of pupils, our people and, crucially, our leaders. As recent research has reiterated, Headteachers and Principals are incredibly influential in the success of schools and of their learners. The role of the Trust is therefore to provide the environment in which our leaders can grow, develop and flourish in their role. Our shared services team provides extensive, expert and rapid advice and support in Human Resources, Finance, ICT, Estates and Operations. Therefore, our school leaders have the space and focus to drive school improvement in the curriculum, teaching, behaviour and in establishing the healthy culture and ethos that underpins this.

Educating more than

**9,000**

pupils

Employing over

**1,300**

members of staff

**3**

counties

**18**

academies

# Working for Anglian Learning

One of our core principles is that we constantly strive to build a healthy organisational culture, central to which is making sure we are a learning community where everyone can achieve their potential. We create a strong sense of belonging and a place where staff feel appreciated and fairly rewarded for the work they do. We are a flexible employer that supports colleagues to balance their lives and recognises how staff give back to our young people.

## Staff survey

Our most recent staff survey indicated that a high proportion of staff:

- Feel as though they belong within Anglian Learning
- Agree that they are provided with relevant opportunities for professional development
- Feel that there is a positive culture of psychological safety within their school
- Have high levels of job satisfaction and happiness at work
- Would recommend our organisation as a great place to work
- Almost all staff who responded to the survey feel part of a team within their school and can rely on colleagues for support when needed.

Joining Anglian Learning comes with a myriad of benefits, fostering both personal and professional growth. Our coaching and mentoring programmes are designed to offer tailored support that enhances your skills and career development. For further information about the opportunities available for this role please contact Kylie Major, HR Business Partner at [KMajor@anglianlearning.org](mailto:KMajor@anglianlearning.org).

# Benefits

Other benefits and support available to all Trust employees include:



Career Average  
Revalued Earnings  
Pension Scheme  
(CARE)



Cycle to Work Salary  
Sacrifice Scheme



Free membership to all  
Anglian Learning Sports  
Centres



20% discount on  
Anglian Learning Adult  
Education Courses



Professional Development  
Scheme Policy



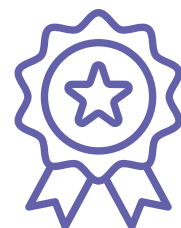
Employee Assistance  
Programme



Specsavers VDU Vouchers



Boots Flu Vouchers



Perkbox – a benefit, reward and  
recognition platform offering a  
wide range of discounts on high  
street and online shopping

# Role Summary

The HR Assistant plays a vital role in delivering an efficient, professional, and people-focused HR service across Anglian Learning's shared services HR team and Trust-wide projects.

Reporting to the HR Business Partner and working as part of a relatively newly formed team adopting a business partnering model, you will provide comprehensive HR administrative support and first-line advice across the full employee lifecycle. You will act as a key point of contact for managers and employees, ensuring queries are resolved promptly and processes run smoothly; from recruitment and onboarding through to contractual changes, pay reviews, and compliance checks.

As we embed a more consistent and strategic approach to HR across our schools and shared services functions, you will take ownership of delegated areas of work, including recruitment campaigns, data management, and maintaining accurate records on our HR systems and Single Central Record. You will also support HR projects and change programmes which contribute to the Trust's people vision and strategy.

This role offers the opportunity to work collaboratively with colleagues across multiple sites, contribute to Trust-wide HR initiatives and continuous improvement projects, and grow your expertise in employee relations, policy, and compliance. You will be encouraged to develop your knowledge of HR best practice and employment law, with support for professional development and possible CIPD study if not yet qualified.

Our new HR structure is designed to build capacity, streamline processes, and deliver an outstanding service. The HR Assistant is a key part of this ambition; combining a strong customer focus, excellent attention to detail, and the confidence to work flexibly in a dynamic environment.



<b>SALARY:</b>	Scale 4 pt 7-11 (£26,403 - £28,142pa)
<b>HOURS:</b>	Full time, 37 hours per week/ 52 Weeks per year
<b>PENSION:</b>	LGPS Pension Scheme
<b>ANNUAL LEAVE:</b>	Starts at 25 days plus Bank Holidays, <i>(increases with length of service)</i>

**DISCLOSURE LEVEL:** Enhanced DBS

**LOCATION:** The post holder will be primarily based at Marleigh Primary Academy for 2–3 days per week, with the option to work remotely for part of the week. They will support the HR Business Partner's hub and provide HR services across multiple schools and shared services functions. In addition, the role requires flexibility to work across the Trust and travel between sites as needed.

**RESPONSIBLE TO:** HR Business Partner

### MAIN RESPONSIBILITIES

#### HR Administration

Provide HR administration service within the Trust, undertaking duties across a range of HR activities including, data management, recruitment, Single Central Record (SCR), processing DBS, overseas checks, online search and prohibition checks, reporting, compliance, and general HR administration.

To be a subject matter expert for an area within the Trust. Deliver high quality output for delegated pieces of work/projects, supporting the Shared Services HR team objectives and People Strategy. Undertake data analysis from a range of sources to support specific tasks and projects. Provide reports and presentations as required.

#### Recruitment

- Supports the recruitment and induction process to ensure the timely input of new starter data on the HR system and the Single Central Record (SCR) ensuring no gaps in data exist. Then maintaining those employment records, liaising with other departments where appropriate e.g. payroll and dealing with relevant queries.
- Advise managers on suitable avenues for advertising including obtaining quotes where appropriate. Drafts adverts, job packs, selection criteria and provide advice to Schools on grading and drafting role profiles.
- Managing the interview process; attending interviews and acting as a key member of the interview panel (where appropriate), making offers to preferred candidates. Manage all recruitment documentation e.g. offer and unsuccessful letters, pre-employment checks, reference requests etc.
- Administer contracts of employment and changes to contracts for relevant Schools, drafting/amending where appropriate and issuing to individuals as part of the on-boarding or ongoing HR process.
- Supports Schools with inducting new employees with developing induction materials for both Trust and relevant Schools along with participating in any Trust wide induction events.
- Supports and covers recruitment activity across the Trust to cover for absence.

## Employee Relations and Advisory Service

- Supports the Director of People and HR Business Partnering Team with all aspects of case work including note taking, preparing documentation, and preparing invite and outcome letters.
- Provide clear and accurate advice to individuals and managers regarding general terms and conditions of employment (e.g., calculation of holiday entitlement, sick leave, maternity/paternity leave), and advise on the process to follow under each relevant policy.
- Manages relevant information and reports to monitor probation, sickness absence, annual leave in order to highlight any issues or trends and to ensure the processes are managed accordingly. Supports managers with wellbeing checks as and when appropriate.
- Develops and runs specific training sessions to individuals in the Trust on a range of topics including recruitment, annual leave and sickness absence etc.

## HR Systems and Reward

- Responsible for pay reviews and issuing reward statements within their respective areas, dealing with any issues or queries that may arise.
- Promotes Trust wide benefits including pensions within Schools and be the first point of contact for any benefit related queries.

## Team Working

- To be the main point of HR administrative support for the relevant HR Business Partner. Maintain and develop own knowledge of employment law, HR best practice and other relevant knowledge bases to enhance professional capability.
- Represents the Trust HR team by collaborating with other Trust staff and relevant Trust meetings.

## Other Duties

- To actively participate in Trust HR Meetings.
- To maintain a safe and healthy environment for parents, visitors, and staff
- To maintain own professional development and to participate and actively take part in the appraisal process of the Trust.
- To support the professional development of other HR staff within the Trust
- Any other duty as requested by the Director of People which is commensurate with the post.
- To visit schools within the Trust as and when required to fulfil the duties of the post.

*This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR and Recruitment can be found on our website: [www.anglianlearning.org](http://www.anglianlearning.org)*

*We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Flexible working will be considered.*

## Qualifications, Training and Personal Attributes

### Essential:

- Professional CIPD membership and Level 3 or 5 qualification or currently studying towards or willing to do so.
- Evidence of continuing professional development.
- Be a team player
- Highest levels of integrity and probity and a commitment to highest levels of effort, endeavour and focus on standards.

## Requirements

### Experience

#### Essential:

- Administrative experience in either an HR or generalist environment.
- Evidence of dealing with HR queries.
- Evidence of strong communication and customer service skills.
- Evidence of ability to organise and plan own workload.

### Skills, Knowledge and Aptitudes

- Flexible approach demonstrating the ability to maintain high levels of confidentiality and integrity.
- Evidence of having planned work over short to medium term to include contributing to project deliverables.
- Ability to build and maintain effective working relationships at all levels to influence and get things done.
- Ability to take responsibility for planning own work, and deliver consistently when working to strict timescales and conflicting priorities.
- Good written and verbal communication skills and ability to successfully present information verbally through use of formal presentation tools
- Ability to carry out basic research, collect and collate data to include basic analysis and interpretation.
- Excellent IT skills, including the ability to use MS Office software packages such as Word, Excel, Outlook and Teams.

#### Desirable:

- Experience of advising management on staffing matters including employee relations and practice
- Evidence of conducting basic research and collating information.
- Ability to develop and run training sessions.

### Special Requirement

Ability to travel independently to meetings and work locations across Anglian Learning Trust schools, including rural sites where public transport options may be limited.

# How to Apply

## Dates

<b>CLOSING DATE:</b>	<b>Sunday 19<sup>th</sup> October 2025</b>
<b>INTERVIEW DATE:</b>	<b>TBC</b>
<b>START DATE:</b>	<b>As soon as possible</b> (subject to safeguarding checks)

\*We reserve the right to close this advert prior to the publicised closing date if we receive a high volume of suitable applications. Applications will be reviewed as received so please apply early to avoid disappointment!

If you are passionate about HR and meet the person specification we invite you to apply for this exciting opportunity via <https://anglianlearning.org/join-anglian-learning/vacancies/>

To find out even more, have an informal discussion or arrange a visit to the Trust, please contact Catherine Upton, HR Business Partner at [cupton@anglianlearning.org](mailto:cupton@anglianlearning.org).

*We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to robust pre-employment checks including but not limited to an enhanced Disclosure and Barring Service check*

*This job does not entail work that would be considered regulated activity. This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: [www.anglianlearning.org](http://www.anglianlearning.org).*

*We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Should you require reasonable adjustments to support your participation in an Anglian Learning recruitment campaign please do not hesitate to get in contact as we are happy to discuss your requirements.'*

*Flexible working, including part-time hours and job shares, will be considered for all Anglian Learning roles with the exception of where this is not compatible with the business needs. Should you be interested in flexible working please indicate this on your application.*

*Privacy Notice for Job Applicants - <https://anglianlearning.org/information/data-protection-policies/>*

*Please note where photo(s) of pupils are attached they were used under the legal ground of consent, for the purpose of preparing publications that promote the schools.*



# Get in touch

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