



Trust HR Assistant

Candidate Information Pack

Closing Date: 12.00pm, Monday 12th October 2026



Contents

Welcome from the CEO	3
Trust HR Assistant	4
Job Description	5
Person Specification	6
How to Apply	8
Employee Benefits.....	9

Welcome from the CEO

Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a 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 Assistant

Job Title: Trust HR Assistant

Location: Central Team at Spark Education Trust, Whinstone Primary School (Ingleby Barwick)

Start Date: As Soon As Possible

Actual Salary: £24,165 to £25,108 (Grade F, SCP 7 to 8)

Hours of Work: 37 hours per week, term time plus 10 days (plus days and whole-time working negotiable)

Contract Type: Permanent

Closing Date: 12.00pm, Monday 12th October 2026

Interviews: Tuesday 20th October 2026

About the Role

We are seeking to appoint a motivated and enthusiastic HR Assistant to join our Central Services HR Team. The successful candidate will have strong administrative and IT skills, a proactive and organised approach, and the ability to manage competing priorities and deadlines effectively. You will be confident using your initiative, working independently when required and providing a professional and responsive service to colleagues across the organisation.

You will be based at Spark Education Trust Central Offices at Whinstone Primary School, working as part of the Central Services HR Team. You will provide day-to-day HR administrative support to the HR Team, Headteachers and School Administrators across the Trust. This will include supporting recruitment administration, maintaining accurate employee information across a range of systems, and keeping records up to date. You will also be a first point of contact for HR enquiries from staff and applicants, monitoring the HR and Vacancies inboxes and responding to telephone queries, referring or escalating enquiries to the appropriate member of the HR Team where required.

How to Apply

If you would like an informal discussion about the role, please contact Shellena Hussain, HR Director, at vacancies@sparkeducation.org.uk.

Please complete the application form and return it by email to vacancies@sparkeducation.org.uk, addressed to Shellena Hussain, HR Director.

For more information about Spark Education Trust, please visit our website by clicking [here](#).

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 Offenders 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

JOB TITLE:	HR Assistant
REPORTING TO:	HR Director
GRADE:	Grade F, SCP 7 to 8
KEY PURPOSE OF THE JOB:	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 recruitment administration including processing pre-employment checks for staff and volunteers, advise schools in checks for agency staff and contractors.
- 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 actively engage and support the School Administration Teams in relation to the HR aspect of administration within schools.
- 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 process pre-employment checks for staff and volunteers, advise schools in checks for agency staff and contractors.
- To liaise with an external payroll provider to ensure that they are notified of absences, leave, overtime, new starters, contract variations etc by completing the appropriate forms and submitting them by a strict deadline.
- To prepare and issue contracts and variations of contracts as needed.
- To liaise with external parties (Payroll Team, Pension Team, Occupational Health Provider) to raise and respond to queries while deciding the appropriate action to take.
- 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

JOB TITLE:	HR Assistant
-------------------	--------------

QUALIFICATIONS	ESSENTIAL	DESIRABLE
NVQ Level 2 or equivalent level qualification, or demonstratable relevant administrative experience.	✓	
NVQ Level 3 or equivalent level qualification in relevant discipline, e.g. Business Administration or HR.		✓
EXPERIENCE	ESSENTIAL	DESIRABLE
Demonstrable administrative experience within an office environment.	✓	
Experience of working effectively as part of a team.	✓	
Experience of organising and prioritising workloads and working to deadlines.	✓	
Experience of working within an HR or People function.		✓
Experience of working within education or school environment.		✓
SKILLS AND KNOWLEDGE	ESSENTIAL	DESIRABLE
Maintaining highly accurate records.	✓	
Proactive approach to work.	✓	
Excellent verbal and written communication skills, with the ability to communicate professionally with a range of stakeholder.	✓	
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 –

www.sparkeducationtrust.org.uk

Please make sure that the application form is completed and returned via email to vacancies@sparkeducation.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.

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.

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.

Closing date: 12.00pm, Monday 12th October 2026

Interviews to be held: Tuesday 20th October 2026

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 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.