



WMAT HR Assistant Recruitment Pack



Thank you for your interest in joining Weydon Multi Academy Trust at an exciting point in our journey.

Weydon Multi Academy Trust is a thriving and growing community of 18 schools and a sixth form college across South West Surrey and North East Hampshire, alongside our Trust SCITT, i2i, which plays a vital role in developing the next generation of teachers. While each school retains its own distinctive identity and community feel, we are united by shared values and a collective commitment to excellence for every child and young person we serve.

Collaboration sits at the heart of how we work. We are stronger together sharing expertise through subject networks and aligning curriculum and assessment to secure consistently high standards. This culture is underpinned by our Flow Working Charter, rooted in respect, reward and recognition.

As an HR Assistant, the role is important for our expanding, people-focused function. Your work directly shapes the day-to-day employee experience for staff across our schools and sixth form college. By ensuring smooth, data-informed people processes, you enable our educators to focus entirely on transforming the lives of our learners.

Joining WMAT means making a meaningful difference at scale, supported by strong systems and processes, professional networks and a culture that values learning for pupils and adults alike.

We look forward to hearing from you.

A handwritten signature in black ink, appearing to read "John Winter", enclosed within a thin black rectangular border.

John Winter
CEO

Dear Applicant,

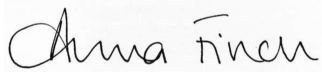
Thank you for your interest in the position of HR Assistant at WMAT.

This is an exceptionally exciting time to join our HR team as we continue to expand our people-focused function across the entire Trust. By applying for this role, you will be joining a strong, collaborative central HR team which will be expanding across the whole Trust. You will be working alongside a dedicated team of HR professionals who bring expertise across all aspects of the employee lifecycle, providing you with a highly supportive environment to learn and collaborate.

As a Trust, we are deeply committed to the growth of our staff. We actively encourage and support ongoing professional development, which includes providing opportunities and support to pursue a CIPD qualification to help you advance your career in HR.

The HR team is continually evolving, and you will play a key role in utilising our technological systems and adapting to new digital developments. This focus on data informed processes ensures our systems remain modern, efficient, and robust. We are looking for an individual who is ready to embrace innovation and move forward with the exciting changes currently taking place both within the HR function and across the wider Trust.

If you are eager to develop your skills, contribute to a high performing team, and make a meaningful difference to our educational community, we would love to receive your application.

A handwritten signature in black ink that reads "Anna Finch".

Head of HR

WMAT

Job Title	HR Assistant
Salary	WA5 pay range £27,224.00 - £31,341.00
Hours	Full Time 36 hours per week/52 weeks a year
Start Date	September 2026
Closing date for applications	7 August 2026
Location	The role will be based onsite at our Trust HR Offices, with required travel between the different academies across the Trust. • Central HR Offices: Located at Tomlinscote School (Frimley) and The Sixth Form College Farnborough. • WMAT Head Office: Located at Weydon School (Farnham). • Hybrid Working: Available during academy closure periods.
Key Purpose	The primary purpose of this role is to deliver an outstanding professional, proactive and customer focused HR & Payroll service for all the Trust Academies. The HR Assistant will contribute to the Trust strategic objectives by undertaking the following specific responsibilities. What follows is not intended to be an exhaustive or definitive list; other duties may be required as necessary. Key Responsibility • Assist in providing the first point of contact service for all members of staff, assisting in responding to all external and internal enquiries, either in person or in writing. • Respond to all queries by using the appropriate interpretation of Trust employment terms & conditions, policies & procedures, understanding the differences between workforces across the Trust. • Where required, escalate complex customer queries to the appropriate HR or Payroll Leads.

- Maintain the accuracy and integrity of the HR & Payroll systems by ensuring all elements of the employee lifecycle and workforce changes are actioned through monthly data inputting in an efficient, accurate and timely manner.
- Deliver effective transactional and administrative processing for all stages of the employee lifecycle, including but not limited to:
 - a. Recruitment of all Trust staff, including employees and casual workers, in line with the Trust's Safer Recruitment Policy and Keeping Children Safe in Education statutory guidance;
 - b. Completion of all statutory pre-appointment checks (e.g. DBS, identity, Right to Work, references, employment history and gap verification, prohibition checks, qualification checks and overseas checks) before appointment commences;
 - c. Onboarding process - New starter paperwork, including contracts of employment;
 - d. Contractual variations for existing staff;
 - e. Attendance management and employee wellbeing;
 - f. Family friendly leave requests, providing individual case support;
 - g. Annual leave enquiries and changes;
 - h. Pay and basic payroll enquiries;
 - i. Probation and appraisal framework requirements;
 - j. Trust leaver administration, including updating payroll, exit interviews and the coordination of references;
 - k. Pension scheme enquiries and administration.
- Support the academies to deliver effective and efficient recruitment campaigns from advert to appointment, including all induction days across the Trust.
- Track and monitor mandatory training compliance using the Trust's training platform.
- Support queries and the administration relating to the maintenance and access of the Payroll & HR self-service system, signposting relevant self-help guides where relevant.
- Support the HR & Payroll Leads and Trust senior staff with administration relating to employee relations, change management and union activity, including minute taking and supporting the process.
- Assist with the preparation of all audit requests relating to Payroll & HR functions.

	• Ensure all employee records are accurate and confidentially stored, with processes in line with GDPR requirements and audit expectations. • Ensure all advice, transactional and administrative processing, meet the expected Trust Safer Recruitment & KCSIE expectations, legislative requirements and Trust standards.
Safeguarding	All staff have a shared responsibility to actively promote inclusion, fostering an environment where every individual feels valued, respected, and supported in their learning and development. Complying with Trust policies (including those of the constituent academies) and procedures as appropriate including those relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the General Data Protection Regulation (GDPR) requirements with concerns reported as per the relevant policy.

Other duties	Continue with professional development to ensure up to date understanding of Employment law and best practice. Ensure that personal data records are compliant across the Trust and that all information is confidentially stored and processed in line with GDPR requirements, as per the advice of the Data Protection Officer. To carry out any other tasks commensurate with the role/grade as may be requested by the Trust from time to time, including working in other departments when required.
Vision & Values	To work in a way that underpins the WMAT Vision and Values: <i>Stronger together, transforming lives, creating memories which are celebrated for a lifetime</i> <i>Core Purpose: Transforming lives</i> <i>Core Values: Aspiration and ambition for all, trusting relationships, restlessness in the pursuit of being better, positive and inspiring, people focused</i>

WMAT Benefits

- Up to 31 days annual leave plus Bank Holidays
- Membership of the LGPS or TPS pension schemes with employers' contribution 16.5% (LGPS)
- Hybrid working opportunities
- A flexible approach to working to promote fulfilling working opportunities with wider work life balance and personal commitments
- Access to rewards scheme offering savings with national retailers
- Interest free loans available through cycle to work scheme
- Health Cash Plan
- Additional 2-day wellbeing weekend in November
- Commitment to high-quality professional learning throughout your career
- Social events, refreshments
- Free onsite parking facilities

Person Specification

HR Assistant Person Specification

We are looking for an individual who is passionate about helping students reach their full potential. The ideal candidate will have:

Qualifications

- A good standard of general education to A Level or equivalent (a minimum of 5 GCSEs A* - C or 9 - 4 (or equivalent) to include Maths and English).

Significant and proven experience in the following areas:

- Providing first line customer service support to resolve enquiries;
- Interpreting guidelines or internal policies when responding to customer enquiries;
- Drafting accurate written documentation in response to customer enquiries;
- Experience with MS Office and Google Workspace;
- Accurately inputting, updating and maintaining information of both database systems and spreadsheets in a timely manner;
- Managing multiple tasks with conflicting priorities and timescales;
- Building positive working relationships across departments and with external service providers;
- Supporting colleagues within a team environment;
- Recommending positive changes to process as part of continuous improvement.

Personal Qualities and Skills

- Strong interpersonal, communication and customer service skills with an ability to build positive relationships across the Trust and HR Team;
- Empathetic and tactful, with a high level of emotional intelligence when discussing sensitive issues;
- Able to prioritise conflicting demands and manage a high workload, and work both independently and collaboratively;
- High attention to detail to ensure accurate, secure, and confidential documentation and records, maintaining professional integrity at all times;
- Resilient, calm under pressure, proactive in problem-solving, and confident in decision making;
- Positive, 'can do' attitude with the ability to challenge respectfully and represent the trust credibly;
- Committed to continuous professional development.

Desirable

- CIPD qualification.
- Experience in a similar role within a College or School setting.
- Experience of working in an HR role

Job Requirements

- A current clean driving licence and access to a vehicle for work purposes to enable travelling between Trust Academies.

To apply for the position please complete the Trust Application form which must contain information about your experience and details of two referees. As part of your application, please provide a personal statement of no more than one A4 page detailing how you feel you meet the criteria outlined in the Person Specification and Job Description.





Stronger together, transforming lives, creating memories
which are celebrated for a lifetime

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