



People Team Administrator

Full-time: 37 hours per week Monday to Friday however some flexibility may be available*

Salary: £26,409 - £30,060 FTE depending on experience

Excellent benefits package which includes: 32 days annual leave plus bank holidays, Local Government Pension Scheme, Cycle to Work Scheme and access to a range of retailer discounts through schemes including Blue Light Card

*** We are open to discussing the possibility of flexible working, for example: a minimum of 30 hours per week or working 37 hours per week on a term-time plus 4 weeks contract could be considered subject to agreeing a working pattern which meets the needs of the service.**

We are looking for an enthusiastic and experienced HR administrator to join our team and support us to deliver a proactive and customer focused service across the Education Village Academy Trust (EVAT). EVAT is a multi-academy trust providing mainstream and special schools and academies serving the borough of Darlington and neighbouring areas.

The People team provide HR support and advice to the Trust across all aspects of the employee lifecycle, and you will play a key role in supporting the work that we do. You will provide a full range of administrative support to the People Team including: recruitment and onboarding, absence management, employment changes as well as acting as the first point of contact for enquiries into the team. As part of this role you will also have the opportunity to provide administrative support in employee relations (ER) processes which is a great way to gain knowledge and experience of ER if you are looking to progress your career in HR.

We are a small but busy team and you will need to be able to multi-task and prioritise your workload to ensure that work is completed in a timely and accurate manner. This is a great opportunity for someone to gain further experience within HR where you'll benefit from on the job coaching and support and if you're looking for career progression we can also look at potential options for formal study too. Experience within the education sector is not essential, it's more important that you share our passion for making a difference to the lives of children and young people.

To find out more about the role please see the attached job description and person specification. You can also find out more about EVAT including our values and ethos on our website www.educationvillage.org.uk

If you would like to have an informal discussion about the role please contact Fiona Cuthbertson, Director of People & Culture via telephone on 01325 248113 or email fcuthbertson@educationvillage.org.uk

Closing Date: Monday 23rd June 2025

Interview Date: Thursday 3rd / Friday 4th July 2025