

People Operations Assistant

Salary: Grade D £26,918 - £29,616 (National 2025 pay award pending)

Hours: Full time, 37 hours per week, 52 weeks per year

Contract: Permanent

Location: Flexible/Hybrid. Location would be either Thornden or Crofton School with the option for some home working following induction.

We are looking for a detail-oriented People Operations Assistant to support HISPMAT's People Team, delivering a high-quality HR support service to all units within our Trust. The role will have a customer-centric approach providing day to day people administration ensuring efficient and effective People service delivery. We would also consider applications from those looking for part time work. Please stipulate this within your application.

Your Key Responsibilities:

- Payroll data input covering the entire life cycle and issuing of appropriate contractual letters to staff.
- Supporting with recruitment administration, everything from candidate attraction through to onboarding new staff.
- Update staff details, and manage GDPR-compliant records
- Act as a point of contact for staff, School HR contacts, and unit leaders providing generic advice on operational people issues.

What We're Looking For:

You will have -

- GCSEs at grades 9 to 4 (A* to C) (or equivalent)
- Strong interpersonal skills to build effective relationships with a wide variety of people
- High level of accuracy and attention to detail
- Proficiency in Microsoft Office applications
- Excellent organisational and communication skills
- A commitment to safeguarding and promoting the welfare of young people

Why Join Us?

- We offer a welcoming and collaborative working environment
- Eligibility to join the Local Government Pension Scheme
- Opportunities for professional development within the HISP Multi-Academy Trust
- A chance to contribute meaningfully to the success of our Trust community