

TLT HR Administrator

25 to 37 hrs a week, 42 or 52 weeks a year
Grade H to I, points 14 to 26 (£25,409 to £32,909 FTE)

Tove Learning Trust has recently undergone a rapid period of expansion with more to come! With thirteen schools across Northamptonshire/Buckinghamshire and the West Midlands, we are looking to expand our central team to help manage this growth and support a period of consolidation across the multi-academy trust (MAT).

We require a knowledgeable and committed HR Administrator to support the TLT HR Strategy Manager and the wider TLT leadership team with the development of our people strategy and HR development across the trust. TLT is a MAT with a small central structure and a large amount of autonomy granted to its constituent schools. Each school has its own HR & Payroll Manager, School Business Manager (or equivalent) and a service level agreement with an external provider who provides a comprehensive HR and payroll service. The post holder will work closely with these teams and the trust leadership team to enhance the in-school provision and provide a specialist interface between the trust, the HR provider and the schools.

This is a new role within the central team, and would suit individuals with previous experience of working in a HR environment, delivering a broad range of HR services and administration, coordinating projects and initiatives and providing a support service to a diverse team.

The successful candidate will:

- have a recognisable qualification or equivalent experience in human resource management
- confidently support and advise the school teams trust on policy application, case management and statutory compliance
- demonstrate strong communication skills with business leaders, stakeholders and union representatives
- have experience in a similar environment i.e. working with remote teams and ideally having a comprehensive understanding of the education sector
- be able to demonstrate strong IT skills including Word, Excel, PowerPoint etc. and a mastery of bespoke software relating to the job role
- have to meet the person specification and will be required to apply for a DBS disclosure.

Candidates must be eligible to live and work in the UK and hold a current driver's licence. As travel is required between sites, candidates must have access to a reliable means of transport in order to carry out their duties.

Training and development opportunities will be offered. All staff are encouraged to study further and the trust will actively support staff to obtain relevant further qualifications where possible.

Tove Learning Trust is a fast moving and exciting place to work. The trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the trust collaborate to share expertise and maximise opportunities and experiences for our students.

The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

How to apply - All documents including the full job description, person specification and application form are available on our website www.tovelearning.org.uk. Please ensure your application form and covering letter includes examples of your experience and how you meet the criteria outlined in the job description and person specification. Please do not send CVs without a fully completed application form. Further information requests or completed applications should be sent to

Katie Fell, Executive Assistant on Kfell@tovelearning.org.uk

Closing date: 12 noon on Wednesday 14th December

2022.