**TLT HR & Payroll Administrator**

**37 hrs a week, 42 or 52 weeks a year**

**Grade H to I, points 14 to 26 (£29,064 to £37,280 FTE)**

Tove Learning Trust (TLT) is a multi-academy trust (MAT) that aims to inspire education that leads to outstanding outcomes. Our trust consists of fifteen schools – primary, secondary, and alternative provision – providing high quality education for over 11,000 children between the ages of 4 and 18 and employing over 1750 members of staff. We operate across two regional hub areas in Northamptonshire/Milton Keynes and the West Midlands.

We require a versatile, competent and committed HR Administrator to support the TLT HR Strategy Manager and the wider TLT leadership team with complex and varied administration to deliver 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 currently has its own HR & Payroll Manager, School Business Manager (or equivalent) and trust wide service level agreements with an external HR Advisory service and a specialist payroll provider. The post holder will work closely with these teams, the central team 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 role works within the central team, and would suit individuals with previous experience of working in a HR environment or delivering a broad range administrative support providing a high level of customer service.

**The successful candidate will:**

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

**What we offer:**

As part of the trust family you will benefit from access to:

* **Medicash health care package** offering cash back on routine medical care and online appointments with GP’s and specialists.
* **Free flu jabs** and access to **support and wellbeing services,**
* **professional development** opportunities, and **excellent pension schemes**. Further study and training is encouraged and supported through the apprenticeship levy and in house Training School
* **Free hot and cold beverages** and **free on site parking**
* **Choice of working location - based in one of our current schools or central HQ**

Candidates will be required to apply for an enhanced DBS disclosure and sign up to the update service and must be eligible to live and work in the UK. As travel is required between sites, you must have access to a reliable means of transport in order to carry out your duties.

**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](http://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 should be sent to [HR@tovelearning.org.uk](mailto:HR@tovelearning.org.uk)

**Closing date: 12 noon on Tuesday 2nd September 2025 Interview date:: Monday 8th September**