

The people behind
the magic.



JOIN OUR TEAM

People Advisor

Hours: 37 Hours per week, All year round.

Salary: Band G, NJC range 20 – 24, **Actual salary:** £32,597 - £35,412 ** Pending April pay award increase estimated 3.3%.

Closing date: Friday 24th July 2026 at 9am.

Interviews will take place: Wednesday 29th July 2026.

Location: Together Learning Trust, The Brooksbank School including travel to other school sites – hybrid working will be considered in line with the operational needs of the team.

Start date: ASAP.

Benefits

- Employee Assistance Programme, including counselling & a range of wellness benefits
- Flexible working
- Home and Technology Scheme
- Lifestyle benefits and discounts
- Blue light Card
- Excellent LGPS Pension Scheme
- Free Parking



When schools collaborate, incredible things happen.

Together Learning Trust is a thriving group of local, family schools, three secondary and five primary and a special school, inspiring over 5800 young people in Calderdale and Kirklees. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. Creativity is the core of our values. Our staff are amazing; in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to excellence that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together.**

What could we do, together?

DAVID LORD, CHIEF EXECUTIVE OFFICER



"Working with such creative, professional and dynamic staff from other schools in the trust has helped make my job much more enjoyable and manageable, whilst reducing workload."

- DAMIAN BALL, ASSISTANT HEAD

EXPLORE MORE



www.togetherlearningtrust.co.uk

Together
Learning Trust

THE JOB

People Advisor

Are you an experienced HR professional who enjoys helping people, solving problems and supporting managers to navigate complex employee matters with confidence and compassion?

We're looking for a knowledgeable and proactive People Advisor to join our friendly and supportive People Team. This is a fantastic opportunity to work across a diverse family of schools, providing high-quality employee relations and generalist HR support that helps our colleagues thrive and our schools succeed.

This is a varied and rewarding role. You'll work closely with school leaders and managers, providing practical, compliant and commercially sensible advice across a wide range of people matters. From absence management and flexible working requests to probation, capability and disciplinary processes, you'll play a key role in ensuring our colleagues are managed fairly, consistently and inclusively.

You'll join a collaborative central team that genuinely enjoys working together. We value expertise, trust people to take ownership and are committed to supporting professional development. Whether you're already CIPD qualified or working towards your qualification, we'll help you continue to grow your skills and experience.

We're looking for someone who combines strong employment relations knowledge with excellent people skills. You'll be pragmatic, organised and highly professional, with the confidence to build trusted relationships while maintaining integrity and confidentiality at all times.

In return, you'll enjoy a competitive salary, opportunities for professional development, a supportive team culture and flexible working arrangements that help you balance your work and personal commitments.

This is an opportunity to make a meaningful difference every day—supporting our people, strengthening our schools and helping ensure every child benefits from great colleagues who feel valued, supported and able to perform at their best.

Diverse perspectives and experiences are critical to our success, and we welcome applications from all people from all backgrounds with the experience and skills needed to perform this role.

ROLE PROFILE | People Advisor

Accountable to:	Chief People Officer
Accountable for:	N/A
Job Family:	Support Specialist
Salary:	Band G, NJC 20 – 24
Hours:	37 Hours Per week, Monday to Friday All Year Round.
Flexible Working:	Hybrid working will be considered in line with the operational needs of the team. The role requires travel across all school sites.

CORE PURPOSE

Provide employee relations and generalist HR support to schools across the Trust. Support line management in handling probation, induction, flexible working, absence management, capability and disciplinary cases in line with Trust policies and procedures, ensuring colleagues are managed and supported in a compassionate and inclusive way.

The postholder is committed to delivering high-quality performance each day to ensure students and schools thrive. They act as an ambassador for the Trust, modelling its values and expected behaviours. They maintain credibility by consistently applying the technical expertise and professional standards required for the role.

KEY DUTIES AND OUTCOMES

Each individual task will not be identified within the role profile; Employees will be expected to comply with all reasonable requests to ensure the role delivers the expected outcomes linked to its core purpose and accountabilities.

- ✓ Ensure HR advice is pragmatic and compliant; considering policy, legislation and precedent to deliver responsible outcomes.
- ✓ Provide timely and accurate information to schools to enable the management of absence and trigger meetings.
- ✓ Oversee the management of the HR inbox, ensuring queries are responded to in a timely manner.
- ✓ Complete a range of generalist administration in a timely manner, for example contract change variation letters, outcome letters, pre-employment checks, onboarding and offboarding employees accurately.
- ✓ Keep HR systems up to date ensuring data accuracy for reporting across iTrent and Arbor.
- ✓ Support the preparation of data and MI reporting.
- ✓ Work closely with the Payroll and Pensions Lead and Recruitment Manager to ensure people data and information is shared in a timely manner.
- ✓ Support at hearings and meetings with note taking.
- ✓ Support the training and development of line managers dealing with people processes.
- ✓ Keep up to date with changes in legislation, guidance and good practice supporting the improvement of policies and processes.

EXPECTED BEHAVIOURS

All employees are expected to conduct themselves in line with the essential behavioural competencies, including any additional leadership competencies related to their job family level. These competencies are designed to support high performance and provide clear behavioural expectations at every level. Through active engagement with our personal and professional development offering we expect everyone to develop their

skills and knowledge in line with our competency framework and the technical competencies outlined in the role profile. For more information on the behavioural competency framework please visit [Competency Framework](#).

PERSON SPECIFICATION

Experience and Qualifications Required	Essential	Desired
CIPD level 5 or equivalent experience and willingness to work towards.	✓	
GCSEs in English and Mathematics at grade C/4 or above, or demonstrates equivalent proficiency in both subjects during interview	✓	
Proficient in Microsoft Excel and experience of producing People data	✓	
Experience managing employee relations cases end to end	✓	
Solid generalist HR experience	✓	
Experience working with unions		✓
Experience of using iTrent HR and Payroll system		✓
Technical Skills Required		
Solid knowledge of relevant legislation covering the employment rights act and best practice set out by ACAS	✓	
Excellent written and verbal communication skills	✓	
High attention to detail and accuracy	✓	
Excellent customer service skills and approach	✓	
Operates with integrity and exercises high levels of confidentiality at all times	✓	



HOW TO APPLY

Say yes to new adventures.

Could we be a good fit for each other? If you'd like a chat about the role before making a formal application, we'd be delighted to hear from you. Please contact recruitment@tlt.school

If you're ready to apply, please complete our online application fully by clicking [here](#) before the deadline.

SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2025.