



## **Job Advert Trust HR Lead**

**Contract type:** 37 hours per week, all year round  
Flexible working with core hours, and hybrid work options available

**Location:** Trust Offices based at Gatley Primary School with some travel to schools

**Required from:** As soon as possible

**Salary:** Leadership Equivalent L3 – L7 (£54,394 to £60,145)

**Closing date:** Friday 8<sup>th</sup> May 2026 12:00 noon

**Interview date:** Wednesday 20<sup>th</sup> May 2026

### **About the Role:**

We are seeking an experienced and proactive HR professional to lead and develop our Trust's people function. This is a strategic and operational role, working closely with senior leaders to deliver high-quality HR services across all settings.

### **Key Responsibilities:**

As the Trust HR Lead, you will be providing expert, confidential guidance to Trust and School Leaders on all HR matters, while supporting the development of the Trust People Strategy alongside senior executives. You will lead on HR compliance and reporting, maintaining HR systems, records, and documentation to a high professional standard, and deliver HR training while developing internal policies, templates, and procedures.

You will oversee recruitment, selection, and onboarding across all Trust settings, ensuring processes are consistent, inclusive, and efficient whilst adhering to Safer Recruitment practice.

You will lead the central HR function, including issuing contracts and maintaining HR systems, while ensuring full compliance with employment legislation.

Please see the attached Job Description and Person Specification for more details.

### **About You:**

You will be a highly organised and detail-focused HR leader with strong knowledge of employment law and HR best practice. You will have excellent communication skills, the ability to manage multiple priorities, and a commitment to delivering high-quality, people-focused services.

## Why Join Us?

This is an exciting opportunity to shape and influence the people strategy of a growing Trust, making a meaningful impact on staff experience and organisational success.

### About Education Learning Trust:

Education Learning Trust is a Multi-Academy Trust, educating over 3500 pupils from age 2 to 16 in the Greater Manchester area. We are very proud of our inclusive ethos to Collaborate, Empower and Achieve and provide over 490 employees with an inspiring and innovative place to work, with exceptional training and development opportunities.

As a valued member of our Trust, you'll enjoy a comprehensive and rewarding benefits package. This includes a highly competitive salary, a respected and generous pension scheme, and outstanding opportunities for career progression and professional development. We are also committed to supporting your health and wellbeing, offering access to our award-winning employee assistance programme, as well as a wide range of employee benefits and discounts.

Our vision at ELT is to create an exceptional learning journey for all, by providing:

- exciting, innovative and challenging learning communities
- school improvement strategies arising from evidenced based research and professional enquiry
- opportunities for professional development and leadership
- a celebration of the diversity and uniqueness of individual settings
- innovation in practice by recognising the value of learning partnerships, both locally and nationally

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

We ensure that we have a range of policies and procedures that promote safeguarding and safer working practices. This is in line with statutory guidance including Keeping Children Safe in Education and The Education Act 2002.

**All offers of employment are subject to** a safer recruitment process, including the disclosure of criminal records, online checks and vetting checks.

**It is an offence to apply for a role if** you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

We are committed to fulfilling our Equality Duty obligations, including valuing equality and diversity and expect all staff and volunteers to share this commitment.

We are committed to employment practices that promote diversity and inclusion in employment regardless of age, disability, gender reassignment, sex, marriage and civil partnership status, pregnancy and maternity status, race, religion or belief.

We welcome applications from disabled candidates and will make reasonable adjustments throughout the recruitment process.

We expect the successful candidate to have the necessary standard of spoken English, as described under Part 7 of the Immigration Act 2016, the Public Sector fluency duty that requires

state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English (or English or Welsh in Wales).

Candidates should apply by completing the ELT application form, CVs alone will not be accepted in accordance with Keeping Children Safe in Education (KCSIE).

Please send completed applications to **[hr@educationlearningtrust.com](mailto:hr@educationlearningtrust.com)**