



TOVE

Tove Learning Trust, Stratford Road, Roade, Northampton, NN7 2LP

hr@tovelearning.org.uk

Part Time TLT HR Manager
£48,226 to £59,052 fte
Permanent/part-time
Start date: 02/11/2026

About our School:

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.

Tove Learning Trust is an established multi academy trust with 16 schools. 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.

All documents including the full job description, person specification and application form are available on our website <https://www.tovelearning.org.uk/vacancies/current-vacancies> 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. Further information, requests to visit the Trust in advance of the interview or completed applications should be sent via email to hr@tovelearning.org.uk .

About the Role:

This is an exciting and rare opportunity for a highly competent HR Professional to join an established multi-academy trust.

We are looking for a skilled, proactive, and organised HR Manager to support the TLT HR Strategy Manager and the wider TLT leadership team with the development of our people strategy 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 Employee Relations 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.

The successful candidate will:

- Be CIPD qualified
- Have knowledge and experience of a variety of employee relations issues confidently support and advise the school teams trust on policy application, case management and statutory compliance
- Have experience in a similar environment i.e. schools/education, 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
- Be required to apply for a DBS disclosure.

In turn, we can offer you:

- A Health Cash Plan and an Employee Assistance Programme
- Training and development opportunities. All staff are encouraged to study further and the Trust will actively support relevant further qualifications through the apprenticeship levy
- Generous pension package through the Local Government Pension Scheme (LGPS)
- A trust and school culture of belonging, development and cultivating excellence through the GROW programme

This role is for 22.5 to 30 hours per week, part or full year

Closing date for applications: 28/09/2026

Alternatively, you can apply here: <https://www.tovelearning.org.uk/vacancies/current-vacancies>