



TOVE

Central TLT Offices in Roade, Northants or one of the Tove schools

hr@tovelearning.org.uk

Part time TLT HR Manager
£49,818 to £61,001 FTE
permanent
Start date: 01/12/2026

About our School:

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.

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.

You will be required to undergo statutory safeguarding checks including an Enhanced DBS application.

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. You 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.

You will support schools in our Trust with the management of school level issues such as sickness absence, probation etc. and with the application of Trust policies across the schools.

You 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 generous pension package through the Local Government Pension Scheme (LGPS)

A Health Cash Plan and an Employee Assistance Programme

Training and development opportunities.

Closing date for applications: 09/11/2026

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