



Lord Grey Academy
Lord Grey Can



HR MANAGER

Required for September 2025

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“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”





Advertisement

HR MANAGER **PERMANENT** **Support Staff Role**

37 hours per week, 40 weeks per annum
(38 term time weeks, 5 training days and 5 further days)

Tove Pay Scale Band H (£28,624 - £32,115)
Pro rata actual annual salary £25,252 - £28,331

We require an enthusiastic, energetic and dedicated HR Manager to start September 2025. The successful candidate will manage, support, complement and work with the team members supporting HR. Together with the Principal and the School Business Manager you will work with our staff to recruit the best candidates, support the staff through their employment journey and comply with the Trust policies and employment law.

The successful candidate will be friendly, approachable and able to form excellent working relationships with staff. You will be highly professional, dedicated and well organised. You will be able to balance your workload and that of your team to provide effective and efficient outcomes to meet deadlines. You will have good organisational, ICT and administrative skills.

The successful candidate will provide professional advice and administrative services in relation to all aspects of Human Resource management and procedures, with respect to whole school staffing. To support line managers to ensure consistent application of the TLT policies and people management practices. To assist, as required, with Strategic Project Work as designated by the School Business Manager and Principal. To be aware of relevant regulations, Education Acts and statutory instruments as they affect Human Resources in school.

A vacancy booklet, information for candidates booklet and the application form are all available on the vacancies section of Lord Grey Academy's website: <http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form and information for candidates booklet are available on the right hand side of the above link. Details on how to apply for this post are in the How to Apply Section of this booklet. Please do look at our recruitment video of our staff talking about working at Lord Grey and our document: *Why work at Lord Grey?*

Completed application form and covering letter should be submitted to Human Resources at Lord Grey or emailed to hr@lordgrey.org.uk by 9am on Monday 1st September 2025. Interviews to be held on Monday 8th September 2025.

Only successfully short listed candidates will be contacted.



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Tove Learning Trust

Tove Learning Trust (TLT) is a highly successful multi-academy Trust with primary, secondary and alternative provision schools across the West Midlands, Northamptonshire and Milton Keynes. We are a cross phase trust providing a high-quality education for over 11,500 children between the ages of 4 and 18. Within our family of schools we have four primaries, nine secondaries and two alternative provision schools.

As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are 'the best you', whatever your role is with the Trust, you will transform students' lives.

The Trust is committed to ensuring that all children achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes.

We aim to have academies that are excellent communities of learning where children thrive on success.

You will have access to a team of school improvement directors specialising in Maths, English, Science,

Humanities, EYFS and SEND & Inclusion. Our outcomes in the vast majority of our schools exceed national expectations and many of our schools are rated Good or better by OFSTED.

Employee Benefits:

- Teacher & support staff pension schemes
- Continuous Professional development (CPD)
- Training School Alliance
- Networking opportunities
- Specsavers eyecare voucher
- Free Flu vaccine
- Employee Assistance Programme (EAP)
- Medicash - Health Cash Plan:
 - 24/7 GP Appointments & prescription services
 - Dental treatment
 - Optical care
 - Physiotherapy
 - Skinvision - skin health tracker
 - A range of essential healthcare expenses
 - Exclusive discounts on shopping & travel

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check.





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Why work at Lord Grey?

At Lord Grey we have a strong sense of team. Staff support each other well and we have good systems and processes to make working as effective and efficient as possible. We have a strong commitment to supporting staff so that they can manage the very important work that we do. We don't underestimate the responsibility and sometimes stress that comes with working in a busy school environment.

How we support staff at Lord Grey

- No pressure to "put on a show" in lessons. A culture of typicality is reinforced by no lesson grading.
- Visible Leadership Team who are on hand to listen and support.
- Everyone has the highest expectations of behaviour, with all staff reinforcing those expectations.
- A clear system of sanctions which is applied consistently so staff don't have battles with students.
- Excellent pastoral support offered through our year teams.
- Specialised personalised CPD for all staff through the GROW model.
- Time for staff to put new things into action and a very careful approach to avoid initiative overload.
- Regular Staff, Faculty and Pastoral briefings to support good communication.
- Headlines – a weekly whole staff email containing all the important information which reduces the number of emails in your inbox. No emails outside of work hours.
- Comprehensive support for ECTs with dedicated mentors and regular meetings.
- Performance Management is tailored to faculty and individual needs. Data targets are not used punitively but aspirationally.
- We are constantly streamlining all systems and processes so they take less time.
- Open door Principal - no concern is ever too small.
- Countless opportunities to get involved with the wider life of the Academy - Duke of Edinburgh, school performances, sports teams, music etc.
- Contributions of staff recognised through our colleague to colleague recognition awards and student thank you cards.
- There are regular staff wellbeing events organised for staff.

Lord Grey Academy is also in a great location. The Academy is situated on a large site in West Bletchley on the southern side of Milton Keynes. Bletchley itself is the home of 'Bletchley Park', where the WW2 'Enigma' code was broken – this site of historical importance and tourist attraction is just a few minutes' walk from the Academy.

Bletchley is a lively town on the outskirts of Milton Keynes, and offers plenty of accommodation, good shopping and good rail links to London and Birmingham. Milton Keynes is centrally placed with excellent transport links, by both road and rail, to the rest of England. Milton Keynes is one of the fastest growing cities in Europe and has superb shopping, many bars and restaurants and a very good theatre. With excellent cinemas, Xscape and the Snow Dome, MK Dons FC and a range of other leisure options, there is plenty to do in Bletchley and Milton Keynes. For those who prefer the countryside, there are many beautiful Buckinghamshire and Northamptonshire villages on the periphery of Bletchley.





JOB DESCRIPTION

Role: HR Manager
Responsible to: School Business Manager, Principal
Based at: Lord Grey Academy
Hours: 37 Hours per week, 40 weeks per year
(38 term time weeks plus 5 training days plus an additional 5 days.
Grade: Grade H, Points 14 - 21

Job Context

This is a senior support role that exists to provide professional advice and administrative services in relation to all aspects of Human Resource management and procedures, with respect to whole school staffing. To support line managers to ensure consistent application of the TLT policies and people management practices. To be aware of relevant regulations, Education Acts and statutory instruments as they affect Human Resources in school.

Key Responsibilities

- In line with TLT policies, to manage and oversee the Recruitment and Retention processes and procedures and also Employee Relations
- In conjunction with the School business Manager and Finance Manager to ensure an accurate monthly payroll
- Manage the HR functions of the school including absence, recruitment, payroll and wellbeing.
- Provide administrative support to the Headteacher and Senior Leadership Team in operational areas and governance. Work with the Clerk to Governors to ensure the Local Governing Body are supported and compliant in carrying out their duties.

Responsibility Area 1 - Recruitment and Retention

1. To be responsible for the preparation and organisation of the recruitment and onboarding processes are in line with the 'Safer Recruitment' practices, KCSIE and TLT policy. This includes developing job descriptions, preparing advertisements, checking application forms and advising key staff members on the shortlisting, interviewing and selection of candidates process and supporting line manager as required.
2. Carry out all post appointment checks including DBS processing, medical clearances, right to work documentation and entry on the Single Central Register.
3. To oversee, and implement onboarding procedures and processes for all staff, with respect to their employment at the School.
4. To ensure appropriate checks are in place for all school staff.
5. To ensure the Sponsorship license is maintained as per government guidelines.
6. To ensure all HR records and systems are maintained in good order and in accordance with TLT policies.
7. Manage and advise on the process for ensuring all probationary reviews are carried out in accordance with the TLT policy.
8. To be responsible for the upkeep of reports and documentation e.g. Single Central Register, Staff Census, annual starters and leavers.
9. Ensure all appropriate school personnel of changes in personnel or contracts are notified.
10. Liaise with Line Managers regarding the Induction programme for New Starters.
11. Liaise with Line Managers regarding the staff leavers' checklist and protocols.
12. To maintain good relationships with agencies and negotiate best value finders fees.
13. Manage and advise on contract changes such as flexible working requests, promotions, change in working hours etc.



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Responsibility Area 2 - Employee Relations

1. To provide effective and consistent advice and support to line managers and employees within the school in respect of HR related matters such as employment legislation, terms and conditions, absence management, and other general HR policies and procedures.
2. Manage maternity/paternity/parental leave process when required.
3. Manage the absence management process in line with TLT policies.
4. Liaise with the school's Occupational Health Service and advise the School Business Manager and Principal when an Occupational Health visit might be relevant.
5. Manage and advise on the requirements for Personal Risk Assessments, on a short term or long term basis.
6. Liaise with the HR Services Provider regarding capability, grievance and disciplinary and other HR issues. In conjunction with relevant school staff, support the process.
7. Provide advice on the TLT policies and support Line Managers in their investigations where appropriate.
8. Be aware of relevant employment legislation and advise staff appropriately.
9. Be aware of legislation relating to maternity/paternity /parental leave and advise staff accordingly.

Responsibility Area 3 - Payroll and Data

1. Liaise with the School Business Manager and Finance Manager regarding all payroll related issues and ensuring all payroll data is submitted accurately and in accordance with deadlines to the HR systems.
2. To ensure accurate monthly payroll information.
3. To ensure the HR systems are maintained and accurate in accordance with TLT practices.
4. Provide data to the Principal concerning appraisal, threshold in line with the TLT policy.

Responsibility Area 4 - HR Generalist

1. Liaise, in confidence, with the school's HR Provider.
2. Liaise with the Union groups recognised by the school.
3. Maintain a professional and confidential HR customer service for all staff.
4. Maintain and keep updated the HR files/electronic records/personnel files of all employees, and ensure that staff records held in the Academy are kept confidential and adhere to GDPR regulations and retention guidelines.
5. Advise and manage on HR matters such as: administration and recruitment, issuing contracts, record keeping, training and development, performance management and professional conduct matters.

Responsibility Area 5 - Whole school

1. To observe all academy policies, procedures and working practices.
2. To strive towards continuous improvement and to foster an enterprising culture.
3. To undertake any other duties which are reasonable within the scope and grade of the post.
4. To ensure the effective implementation of the academy's Equalities Policy and Safeguarding and Child Protection Policy.
5. To contribute towards the delivery of high-quality education for all students.



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This job profile is a guide to the work that you will initially be required to undertake. It may be altered from time to time to meet changing circumstances. Staff are expected to carry out any reasonable instruction given by the Principal or other such authorised person as to allow for the effective running of the academy. This job profile does not form part of your contract of employment.

Signed _____ Date _____



PERSON SPECIFICATION

EDUCATION AND QUALIFICATIONS	Essential	Desirable	How evidenced
Equivalent of 5 GCSEs at Grade C or above	✓		A
EXPERIENCE AND KNOWLEDGE	Essential	Desirable	How evidenced
A significant knowledge base on all current and pending employment law legislation, employee relations and recruitment and retention.	✓		A I
TECHNICAL JOB RELATED SKILLS			A I
IT Literate	✓		A I
Effective organisation skills	✓		A I R
Good telephone manner	✓		A I
Ability to communicate effectively, orally and in writing	✓		A I
Accuracy and attention to detail	✓		A I
PERSONAL JOB RELATED SKILLS	Essential	Desirable	How evidenced
Ability to work under pressure and to deadlines when needed	✓		A I
Approachable	✓		A I
Robust	✓		A I
Commitment to quality and continuous improvement	✓		A I R
Confidentiality	✓		A I R
Customer orientated	✓		A I R
OTHER REQUIREMENTS	Essential	Desirable	How evidenced
Commitment to uphold Lord grey Academy's Equalities policy	✓		A I
Commitment to uphold Lord Grey Academy's Safeguarding and Child Protection Policy.	✓		A I
Commitment to the school and its employees	✓		A I
Willingness to be flexible with working hours to respond to school needs		✓	A I

A – Application Form I – Interview R – Reference