



Head of HR Application Pack



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Welcome from the Chief Executive Officer of Middlesex Learning Trust

Thank you very much for your interest in the post of Head of Human Resources at Middlesex Learning Trust. The position will become vacant from January 2026 on the retirement of the current post holder. We are looking for a new HR professional who will show the same dedication and commitment in supporting Middlesex Learning Trust and its schools to be an excellent employer.

Middlesex Learning Trust (MLT) is comprised of three large secondary schools and has its own School Centred Initial Teacher Training (SCITT). Our strapline is Excellence for All; this guides our values and practice across the Trust. We are fully committed to fairness, diversity and inclusion. Our schools are ambitious for *all* students and staff and work collaboratively to ensure that every child achieves their potential.

We place a high emphasis on strong relationships and excellent professional development opportunities. Our SCITT supports us in recruiting exceptional teachers following their training, which is particularly beneficial against the backdrop of the national recruitment and retention challenges that our sector is facing.

Within MLT, exceptional leaders, high-quality teachers and support staff help transform the life chances of students and make a real difference to their communities. Our People Strategy has been in place for two years and supports us in keeping 'our people' front and centre of our decision making and initiatives. The Head of HR will have opportunities to work across all three schools in the Trust and play a key role in establishing and supporting additional schools that join the Trust in the future.

If you have relevant experience in HR and are passionate about excellence and inclusion, we very much look forward to hearing from you.

Ann Marie Mulkerins
Chief Executive Officer, Middlesex Learning Trust



Welcome from the Chair of Trustees

On behalf of the Trustees, I would like to thank you for your interest in the post of Head of HR at Middlesex Learning Trust.

First and foremost, we are proud that MLT has an engaged and happy community where students are receiving a very good education, and colleagues readily collaborate and support one another. We are committed to deliver the best possible educational experiences for our students alongside a positive and supportive working environment for our staff.



This is an exciting opportunity to lead the HR function within the Trust in its continued pursuit of excellence. We are incredibly proud of our aspirational Trust and its staff who work together to shape the future lives of our students.

If you think you are the person we are looking for, then we would be delighted to receive your application, and I look forward to meeting you.

Gareth Jones
Chair of Trustees, Middlesex Learning Trust

About Middlesex Learning Trust

The aim of Middlesex Learning Trust (MLT) is to build a partnership of highly ambitious and successful schools which delivers the best possible education for students of all abilities and backgrounds. MLT staff benefit from a collaborative approach to curriculum planning, leadership opportunities and policy implementation. We are committed the delivery of an exceptionally strong curriculum that is tailored to the needs of our students. Currently, the trust comprises of three large and mixed secondary schools: The Compton School, in Barnet, Southgate School, in Enfield and Stopsley High School in Luton. A dedicated Central Team is in place to provide additional support for Trust schools in school improvement, finance, HR, estate management, data protection and governance.

We ensure that MLT staff are provided with opportunities to grow professionally within a diverse and rich working environment and that each and every child receives the very best education to give them the best possible life chances for a successful adult life. Staff professional development includes talent management frameworks for both teaching and support staff.

The Trust's aim over the next five years is to continue to grow at a sustainable pace to include up to seven schools within the Trust. MLT will grow at this realistic rate to ensure that current Trust schools continue to thrive alongside any new schools being are enabled to become highly successful. MLT's growth is likely to be within the South East so that new schools are readily accessible from our North London base.

Location

The Head of HR is part of Middlesex Learning Trust’s Central Team, based at The Compton School in the London Borough of Barnet. It has good transport links and is accessible via both the Northern (West Finchley) and Piccadilly (Arnos Grove) underground lines as well as overground train services (New Southgate) and is very well-connected by local bus routes. There is staff parking on site.



As this role is Trust-wide, there will be requirements to visit and support all three schools. Southgate School is based in the London Borough of Enfield (close to both Oakwood and Cockfosters underground stations), and Stopsley High School is based in Luton (accessible via the M1 motorway and Luton train station). Both Southgate and Stopsley have ample parking available for staff.



What our staff say about us

Staff survey - April 2025:

"My department is amazing. They and our line manager want the best outcomes for the students and want to constantly offer the best education possible, regardless of ability."

"The staff here are wonderful. I can't think of anyone I couldn't approach if I need help or support for anything. The team I am in are supportive, competent and a joy to work with."

"The school is a positive environment for students and staff alike. Student and staff welfare are taken seriously and supported."

"Our team support each other and work together to solve problems and overcome barriers for students and families."

"The students who come in day after day representing the school and themselves in the best possible way. They are a credit and make the job worthwhile."

"My colleagues are helpful, supportive and positive!"

"The school appreciates that we need a work life balance and work has been undertaken to ensure that staff have this."

"There is a strong sense of togetherness and support between all of the teachers."

"I appreciate working with talented, supportive and dedicated colleagues."



Job Description

Post:	Head of Human Resources (HR)
Employed by:	Middlesex Learning Trust (MLT)
Responsible to:	Chief Finance and Operating Officer, MLT
Salary/Grade:	£63,000 - £67,000

Job Purpose

Middlesex Learning Trust is a Trust of three large secondary schools, based in North London and Luton.

The Head of HR oversees all aspects of HR management across the Trust and is responsible for developing the Trust's approach to HR within the overall strategic direction of the organisation.

The Head of HR sits within the Trust's Central Team, and reports to the Chief Finance and Operating Officer. The Head of HR leads a small team of HR administrators, who are based in each school. These administrators are typically the Headteacher's PA, but in terms of their HR role, follow the guidance and processes provided by the Head of HR.

Key Roles and Responsibilities

Key Accountabilities

The Head of HR will:

- Develop and implement the long-term vision and strategy for the Trust's HR services, ensuring they meet the needs of the Trust as it grows and develops. Build and deliver a people plan for the Trust which supports the delivery of the Trusts wider strategy and purpose
- Deliver proactive strategic HR advice and support to Executive and Senior Leadership Teams on HR matters in line with MLT policies and procedures, legislative requirements and current practice, and to the agreed standard
- Monitor and analyse workforce statistics and report on these to the Trust Central Team and Trustees
- Ensure that absence management procedures are applied fairly and consistently across the Trust. Monitor and report on absence levels across the Trust, advising on complex long-term cases and leading management of cases where appropriate
- Manage and seek to mitigate risks around matters of employment law and its application in Trust schools
- Contribute to the Trust's risk management exercises, developing and managing appropriate HR controls and including implementing remedial strategies where necessary

- Contribute to decision making and prioritisation, informing key decisions that have staff implications
- Manage the Trust's use of any external HR providers and services, ensuring the quality of the provision is high and the Trust receives value for money
- Support the Trust's due diligence exercises for prospective schools joining the Trust
- Lead on the Trust's approach to organisational change, such as restructuring, redundancy and TUPE
- To undertake job evaluations across the Trust and advise on new roles, producing job descriptions and person specifications in the required format
- Develop and oversee the process for resolving HR casework and work collaboratively with Executive and Senior Leaders
- Advise on and develop a high-quality induction process for MLT staff
- Liaise closely with the Executive Management Group to assist in identifying and fulfilling HR training needs
- Advise and coach school and Trust Leadership Teams in relation to conditions of service, local agreements, working practices, terminations of employment and the application of policies.

Role Specific Responsibilities

Employee Relations

The Head of HR will oversee the Trust's approach to employee relations and partnership working. They will:

- Ensure that HR strategies and interventions result in improved effectiveness and engagement of employees
- Use knowledge of best practice to advise on and develop HR practices, procedures and policies
- Liaise with specialists and legal advisors
- Keep up to date with current legislation and best practice
- Advise and support all stages of such matters as grievances, disciplinary, capability, probationary, absence monitoring, appeals and employment tribunal procedures
- Liaise with staff, trade unions and other external organisations on employment matters
- Review and monitor staff wellbeing and promote work/life balance including return to work interviews following ill health
- Liaise with occupational health advisors when necessary
- Prepare job descriptions and person specifications and arrange appropriate evaluation
- Support the induction for all new staff
- Oversee the completion of exit interviews reporting on key themes to Senior Management and developing appropriate action plans to address issues.

Recruitment and induction

The Head of HR will be responsible for co-ordinating recruitment across the Trust, supporting recruitment by individual schools, and for ensuring recruitment priorities align with the Trust's aims.

The Head of HR will:

- Effectively manage the use of the Trust's applicant tracking system ensuring all stages of the recruitment process are managed effectively and ensuring a good candidate experience
- Work with Trust Leaders to support candidate shortlisting and selection, providing relevant advice, as necessary
- Manage the Trust's procedures for conducting robust pre-employment checks and ensure safer recruitment practices are adhered to throughout the recruitment process
- Work with the Trust's Leaders to ensure new members of staff have an effective induction programme appropriate to their role
- Establish a consistent approach to onboarding and off boarding of staff across the Trust
- Collect and monitor diversity and inclusion data and use this to develop a workforce profile to ensure full adherence to the Equality Act 2010.

Performance Management, Pay, Pensions and Conditions

The Head of HR will be accountable for supporting effective pay and performance management processes across the Trust, and for ensuring that these align with the Trust's strategic plans and aims.

The Head of HR will:

- Oversee the pay and pay progression process that currently exist within the Trust, taking into consideration all relevant employment law and any existing agreements that are in place
- Maintain necessary documentation for employment, pay, pensions and staff benefits
- Oversee the Trust's approach to performance management and appraisal
- Develop the Trust's pay scales for all roles, ensuring these remain appropriate and support the Trust's efforts to recruit the best possible staff.

Employee Engagement

The Head of HR will be accountable for supporting employee wellbeing and job satisfaction, which aids the Trust in its efforts to recruit and retain the best staff.

The Head of HR will:

- Act as the point of contact for staff questions about HR policies and procedures
- Work with unions and professional associations, maintaining strong and effective relationships that support the Trust's employment approach and responsibilities.

Ensuring Compliance

The Head of HR will:

- Ensure that relevant legislative and educational employment knowledge is kept up to date within the Trust, advising on the interpretation and implementation of changes to ensure that all policies and procedures are up to date and legally compliant
- Implement and maintain a set of legally compliant trust HR policies, ensuring these are reviewed and updated regularly in the light of changing legal and safer recruitment requirements

- Ensure that the Trust is compliant with equality legislation, in terms of arrangements for pay and conditions, giving professional recommendations and implementing action plans to address any inconsistencies of approach
- Lead the people aspects of any organisational changes including the management of TUPE
- Provide HR support for the process of schools joining the Trust
- Ensure compliance with the requirements of safer recruitment
- Ensure that HR record keeping including the Single Central Record is accurate and compliant across the Trust
- Oversee statutory returns in relation to HR e.g. gender pay gap reporting, employment contracts and sponsorship licenses
- Ensure that all teachers in the Trust hold, or are working towards, Qualified Teacher Status (QTS).

Data Protection & Safeguarding

The Head of HR will be accountable for supporting the Trust's work to safeguard its pupils, its staff and the wider community.

The Head of HR will:

- Develop, implement and monitor the Trust's 'safer recruitment' procedures, including compliance with Disclosure and Barring Service (DBS) check and training requirements
- Monitor the Trust's Single Central Record, ensuring Trust-wide compliance with requirements
- Lead on the Trust's responsibilities for safeguarding, specifically in relation to employee matters
- Lead the Trust's procedures for handling allegations against adults, and liaise with external agencies as required
- Work within the requirements of GDPR at all times.

Other Duties

- To provide an excellent role model for colleagues and students, conveying a professional standard of behaviour, punctuality, attendance and appearance, maintaining high morale and confidence within the Trust
- To ensure a well organised environment, maintain a high-profile presence, being accessible and supportive to Senior Management, Colleagues, Trustees, Local Governors and Stakeholders
- To ensure in any undertaking, to act with financial probity and in accordance with financial procedures.

Flexibility

Every effort has been made to explain the main duties and responsibilities of this role; however, each individual task may not be explicitly identified. You will be expected to comply with any reasonable request from the CFOO / CEO to undertake work of a similar level not specified in this job role.

Safeguarding

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Person Specification

Qualifications/Training	Essential/Desirable
Educated to degree level or equivalent experience	E
CIPD qualified- Member status	E
Evidence of recent and relevant professional development	E
Able to interpret and apply data protection and safeguarding requirements and implement appropriate controls to manage the associated risks in the HR domain	E
Experience	
Experience of providing HR support in the education sector	D
Up to date knowledge and understanding of employment law and its practical application	E
Experience of successfully managing a range of highly complex and sensitive employee relations cases	E
Experience of planning and managing organisational change	E
Development and implementation of HR policies and procedures across a diverse organisation	E
Experience of developing effective administrative systems and procedures to manage HR records and data effectively	E
Experience of working with and influencing all levels of staff, including Senior Leaders	E
Experience of working with trade unions	E
Experience of managing TUPE transfers	D
An understanding of nationalised terms and conditions of employment e.g. School Teachers Pay and Conditions (STPCD), Burgundy Book and Green Book	D
Experience managing a budget	E
Knowledge/skills/qualities (Ability to)	
Excellent communication skills, both verbally and in writing	E
A good understanding of the principles underpinning effective performance management	E
Ability to effectively analyse data and present findings offering recommendations to support decision making	E
Ability to effectively utilise IT systems, including typical office programmes as well as digital HR systems and recruitment portals	E
Good knowledge of compliance and regulations with the education sector and a commitment to keeping abreast of changes and updates	D
A clear understanding of the standards expected of a high quality, professional environment for learning	E
Ability to manage numerous work streams concurrently	E
Ability to plan ahead to anticipate problems and HR risks to identify appropriate courses of action	E

Ability to build effective professional relationships and establish credibility with key stakeholders	E
Ability to formulate ideas and solutions and present them effectively	E
Sound knowledge of safeguarding policy and practice, including safer recruitment	E
Personal Qualities	
Confident and at ease when meeting and communicating effectively with a diverse range of people	E
Ability to be flexible and to be able to respond to the unexpected in a calm and reassuring manner	E
Ability to maintain strict confidentiality in all matters	E
Ability to provide effective support and guidance to Trust and school Leaders	E
Ability to draw upon inter-personal skills to build effective partnerships within and beyond the Trust	E
Relate well to colleagues and be able to establish and maintain good working relationships quickly in sometimes difficult contexts	E
Resilient and flexible team player	E
Willingness to work flexibly, including attending meetings in Trust schools and Trust Board meeting out of hours	E
Keeps up to date on relevant policy and procedures in order to effectively execute the duties identified in the job description and any further educational and Trust developments	E
Committed to continuous professional development	E

How to Apply

Head of HR - Middlesex Learning Trust

Salary - £63,000 - £67,000

Required January 2026

Middlesex Learning Trust (MLT) are seeking to appoint a suitably experienced HR professional to oversee HR management across the Trust. MLT is a successful and thriving Trust, based in North London, with schools in Barnet, Enfield and Luton.

Applicants are welcomed from experienced HR professionals with the necessary qualities and skills to lead this important aspect of the Trust's work. Our strapline 'Excellence for All' exemplifies our commitment to ensure that both students and staff, within the Trust, are fully supported to thrive and succeed. We have high expectations of all members of our Trust community. A talented, committed and cohesive staff provide encouragement and support for students and each other. Positive, professional relationships are central to the Trust's continued development and success.

We are seeking a Head of HR who will:

- Develop and implement the long-term vision and strategy for the Trust's HR services, ensuring they meet the needs of the Trust as it grows and develops
- Deliver proactive strategic HR advice and support to Executive and Senior Leadership Teams on HR matters in line with MLT policies and procedures, legislative requirements and current practice, and to the agreed standard
- Contribute to decision making and prioritisation, informing key decisions that have staff implications.

This is an excellent opportunity for a suitably talented and motivated HR professional. There are many benefits for staff working within the Trust, including a cycle to work scheme, a Trust-wide People Strategy and access to an Employee Assistance Programme.

Closing date:	Monday 27 th October 2025
Interviews:	Thursday 6 th November 2025

To find out more about this role, please follow this link:

[Head of HR at Middlesex Learning Trust | MyNewTerm](#)

Please contact office@middlesexlearningtrust.org.uk for further details and information.