



HR Manager (Systems and Data)

ROLE INFORMATION PACK

Department	Human Resources
Place of work	Trust central offices, Grosvenor House, Telford
Application deadline	14 th July 2026
Enquires and applications to	Veronica.Tunwell@lct.education



Mission Statement

Delivering an inclusive, compelling and transformative education that empowers young people, both in the classroom and beyond, preparing them for the rapidly changing world ahead.



Vision

Developing compassionate, resilient and inspirational young people who can thrive within an ever-changing global community.



Our values



A Trust With Heart

We place our young people, staff and families at the heart of everything we do; we empower our young people to become compassionate, caring, humble and inspirational individuals.



Never Leave A Child Behind

We support all our young people to ensure that - regardless of their background or starting point - they can achieve exceptional educational outcomes.



Thriving Community

We passionately believe that a positive, thriving community is the heartbeat of the academy. We embrace our collective strength to create a range of opportunities that enhance the lives of our young people and families whilst also acknowledging and celebrating the distinctiveness and individuality of each academy's community.



Together We Are Stronger

We are united in our vision to ensure the best learning experiences for our young people, staff, and community through strong relationships and effective collaboration.



Successful Young People

We create a pride in our academies and a thirst for learning that raises aspirations and ensures our young people are ambitious - both within school life and through extensive enrichment offers - to prepare them for the global community.



Learning For All

We deliver compelling, transformative and reflective learning in our classrooms, celebrating the differences of each academy's community, inspiring all our young people and staff to be the very best that they can be.



Respect For All

We celebrate equality, diversity, inclusivity and individuality because we believe that we have far more in common than that which divides us.



Coping With The Challenges Of Life

We develop resilience within all our young people and staff to ensure a mindset for success and readiness to thrive in an ever-changing global community.



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Together, with our families, our staff and our communities, we are stronger.

At the Learning Community Trust, we are proud to lead a family of academies that spans education from early years through to post-16 within our specialist settings. We serve thousands of young people and staff across our academies and take our responsibility seriously, placing our young people, staff, and families at the heart of everything we do.

Our mission is so important to us all, we all work tirelessly to deliver an inclusive, compelling, and transformative education that empowers young people both in the classroom and beyond, preparing them for the rapidly changing world ahead. We are united by a shared vision: to develop compassionate, resilient, and inspirational individuals who are ready to thrive in an ever-changing global community.

Our eight core values: A Trust With Heart, Successful Young People, Never Leave A Child Behind, Learning For All, Thriving Community, Respect For All, Together We Are Stronger, and Coping With the Challenges of Life create our daily moral compass and guide every decision we make and every service we offer.

We believe that every young person deserves access to a rich and inspiring educational experience, one that fosters a mindset for success and importantly, prepares them to be global citizens. Across our Trust, we are proud to celebrate equality, diversity, inclusivity, and individuality, recognising that we have far more in common than that which divides us. Each of our academies is distinctive, with its own ethos and community, yet all are united in our commitment to exceptional outcomes and shared trust values.

Our success is rooted in a steadfast commitment to the professional growth and well-being of our staff. We believe that when our teams are empowered, supported, and continually developing, they create the foundation for truly exceptional learning experiences. That's why we invest in high-quality training, leadership development, and well-being initiatives that nurture both personal and professional growth. By fostering a culture of care, collaboration, and continuous improvement, we ensure that our staff feel valued, inspired, and equipped to make a lasting impact in the lives of our young people.

To ensure we remain focused and forward-thinking, we have developed a robust Five-Year Strategic Plan. This plan is more than a roadmap; it is a commitment to realising our mission and values across every academy and community we serve. Grounded in our eight core values, the plan sets out clear priorities, aligns resources,

and establishes measurable goals. It unites leaders, educators, families, and partners around a shared vision, ensuring we are prepared to meet challenges and lead with clarity, compassion, and impact.

A key strength of our organisation is our commitment to investing in the people who work within our Trust. We believe that when staff are supported to grow, our academies flourish. That's why professional development is at the heart of our offer. Every colleague, whether in teaching, leadership, support, or operations, benefits from access to CPD pathways designed to build expertise, confidence, and career progression.

No academy within our Trust stands alone. We work collaboratively to share best practice, provide targeted support, and create opportunities for staff to connect, learn, and lead. From coaching and mentoring to leadership development and subject networks, our CPD offer is designed to meet the needs of every role and every stage of a career. Our aim is simple: to empower educators to deliver exceptional outcomes for young people, while building fulfilling and sustainable careers.

We are proud of our reputation, both regionally and nationally, for strong educational outcomes and community focus. Our academies work closely together, sharing best practice across phases and settings to create thriving learning environments. We believe that Together We Are Stronger, and through collaboration, we can build a resilient, inclusive educational system where every young person can flourish.

Thank you for considering the Learning Community Trust as your partner in education. We look forward to working with you to create lasting, positive change for your school and your community.



Paul Roberts

Chief Executive Officer



Thank you for your interest in the role of HR Manager at the Learning Community Trust. This is an important and exciting time to join our central Human Resources team as we continue to strengthen the support, consistency and professional guidance available to our academies across Telford and Shropshire.

Our HR department is at a significant point of development. We are seeking a confident, values-led and experienced HR professional to lead the operational delivery of our HR service, including the implementation of new HR systems and the strengthening of data integrity, ensuring schools and central teams receive timely, high-quality and risk-aware support.

As HR Manager, you will work closely with the Head of HR and play a key role in the implementation and embedding of new HR systems across the Trust. You will help strengthen workforce data, improve reporting, support process consistency and ensure our people practices are efficient, compliant and aligned with our mission: *to provide an inclusive, compelling and transformative education that empowers young people in a rapidly changing world.*

This is a visible and hands-on systems-focused role, supporting Headteachers, School Business Managers, leaders and line managers to use HR processes and workforce information confidently and consistently. Where casework support is required, this will be undertaken in conjunction with external HR partners, with the postholder ensuring records, documentation and system information are accurate, confidential and well managed.

The successful candidate will bring strong HR systems, data and process improvement experience, alongside sound professional judgement and the ability to lead change with clarity, care and credibility. You will build effective relationships with school leaders, central teams, external HR partners and system providers, helping to deliver a responsive HR function that supports staff wellbeing, organisational improvement and positive outcomes for young people.

Our Vision—to develop compassionate, resilient and inspirational young people who can thrive in an ever-changing global community—is reflected in how we support and develop our staff. As HR Manager, you will help create a positive, inclusive and well-managed working environment where people feel valued, supported and equipped to make a lasting impact.

This role is ideal for someone who enjoys combining operational leadership with professional HR expertise. You will have the opportunity to influence practice, strengthen systems, support managers and contribute to continuous improvement across a growing multi-academy trust.

We are proud to be a Trust with Heart. Our values guide everything we do, and we look forward to welcoming an HR Manager who shares these values, believes in our mission, and is ready to make a meaningful contribution to our schools, staff and communities.

Jodie Evans

Head of Human Resources

Job Description

HR Manager

Main purpose

The HR Manager will provide values-led operational leadership for the implementation, development and effective use of the Trust's HR information system, ensuring that HR processes, workforce data and reporting arrangements are accurate, efficient and embedded across all schools and central teams. Working closely with the Head of HR, the postholder will play a central role in strengthening data integrity, improving systems and processes, and supporting a professional HR service rooted in the Trust's commitment to people, inclusion, safeguarding and continuous improvement.

Key responsibilities

- Lead the implementation and ongoing development of the Trust's HR information system, ensuring that the system is configured, embedded and used effectively to support accurate workforce information, efficient processes and consistent HR practice across the Trust.
- Coordinate system implementation activity across the central HR team, schools and external providers, ensuring clear priorities, effective communication, high-quality data migration and a smooth transition to new ways of working.
- Work in conjunction with external HR partners on employee relations and casework matters, ensuring that advice, documentation and process support are legally compliant, risk-aware, aligned with Trust policy and consistent with ACAS principles.
- Support the coordination and quality assurance of complex or high-risk casework in conjunction with external partners, ensuring that relevant records, timelines and documentation are accurate, confidential and appropriately maintained within HR systems.
- Lead the development of workforce data, dashboards and reporting arrangements, using accurate people information and case trends to identify risks, inform planning, strengthen practice and support the Head of HR with evidence-based decision making.
- Establish and maintain robust data integrity controls, ensuring that employee records, contractual information, absence data, recruitment information and workforce metrics are accurate, complete, secure and used effectively to support compliance and strategic planning.
- Develop and embed system-led recruitment, onboarding, safer recruitment, induction, probation and pre-employment checking processes, ensuring that workflows are efficient, compliant and consistently applied across the Trust.
- Ensure that contractual, payroll-related and workforce changes are recorded accurately within HR systems, with clear processes in place to support compliance, audit readiness and alignment with Trust governance requirements.
- Support workforce planning and organisational change through accurate HRIS data, clear establishment information and reliable reporting, helping leaders understand workforce implications and plan staffing models that are affordable, sustainable and aligned with strategic priorities.
- Review, develop and standardise HR processes, templates and working practices so that they are clear, system-enabled, compliant and consistently embedded across the Trust.
- Design, coordinate and deliver system training, guidance and practical support for HR colleagues, Headteachers, School Business Managers, leaders and line managers, building confidence in using HR systems and following agreed processes.
- Build trusted and constructive relationships with school leaders, central teams, external HR partners, payroll, pensions, occupational health and system providers to support effective implementation, problem solving and high-quality service delivery.

- Lead HRIS-related project activity and service improvement work, identifying opportunities to streamline processes, reduce duplication, improve reporting, strengthen compliance and enhance the overall effectiveness of the HR function.
- Maintain accurate, confidential and audit-ready HR records, ensuring that statutory returns, workforce census activity, absence reporting, establishment data and exit interview analysis are completed effectively and supported by reliable system information.
- Use HR systems and workforce insight to support Trust-wide wellbeing, equality, diversity, inclusion and workforce development initiatives, ensuring people practices reflect the Trust's values and contribute to a positive, inclusive and supportive working environment.
- Represent the HR function across Trust meetings, networks and school visits, maintaining strong visibility and ensuring that HRIS implementation priorities, data expectations, service standards and workforce risks are communicated clearly and consistently.

Meetings and Trust contribution

- Attend, chair or support relevant Trust meetings and working groups as required, including JCNC, the Wellbeing networking group, the EDI networking group and the Trust Operations Group.
- Contribute professional HR expertise in a way that supports collaboration, constructive dialogue and the wider priorities of the Trust.

Professional development

- Maintain current professional knowledge by reflecting on practice, engaging with sector developments, liaising with school leaders and identifying relevant opportunities for professional development.
- Continue to develop the skills, qualifications and experience needed to fulfil the role effectively, with appropriate support from the Trust.

General responsibilities

- Promote and safeguard the welfare of children and young people at all times, ensuring safeguarding responsibilities are understood and embedded in practice.
- Comply with, and contribute to the development of, policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting concerns through appropriate channels.
- Support equality, diversity and inclusion, ensuring that all interactions and decisions reflect respect, fairness and opportunity for all.
- Contribute positively to the ethos, aims and values of the schools and the wider Trust.
- Work collaboratively with colleagues and other professionals, recognising the contribution of different roles and teams across the Trust.
- Attend and participate in relevant meetings, training and learning activities as required.

The postholder may be required to undertake other duties that are commensurate with the role. While this job description outlines the main responsibilities of the post, it is not intended to be exhaustive.

This job description will be reviewed periodically in consultation with the postholder to ensure it remains aligned with the needs of the role, the HR function and the wider Trust.

General

This job description is subject to special employment conditions relevant to working in education, which will be updated in accordance with the latest legislation and guidance, this requires annual mandatory training that is commensurate to the role.

Person specification

QUALIFICATION AND EXPERIENCE

Essential unless otherwise stated. Desirable = (D)

- Relevant HR qualification, e.g. CIPD (level 7) and/or significant current experience at high level.
- Have a high standard of education, literacy and numeracy (minimum equivalence of GCSE 5+ English and Maths)
- Be a member of the Chartered Institute of Personnel and Development (D)
- Have demonstrable knowledge of the Academy sector (D)
- Relevant and recent personal and professional development
- Up to date working knowledge of employment law
- Safer Recruitment training certificate (D)
- Full DBS clearance
- Full UK Driving Licence

SKILLS AND KNOWLEDGE

- Minimum 5 years' experience in HR at a management level.
- Leadership experience in a regulated and/or multisite organisation (D)
- Understanding of HR process, procedures and policies.
- Previous Line Management experience within an HR function.
- Successful experience of leading change.
- Experience of Education and Multi Academies. (D)
- Experience of working with trade unions.
- ICT literate.
- Time management and working to deadlines.
- Record-keeping and information management.
- Knowledge of employment law and education sector guidance and statutory requirements.
- Knowledge of equal opportunities and Human Rights legislation.
- Knowledge of Data Protection legislation, including GDPR.
- Knowledge of Sectoral Pay and Conditions framework, payroll provision and pensions.

PERSONAL ATTRIBUTES

A Trust with Heart

- Demonstrates empathy, compassion, and humility when supporting staff and navigating sensitive HR matters.
- Builds trusting relationships across the Trust, placing the wellbeing of staff and the school community at the centre of decisions.
- Acts with integrity, kindness, and fairness in all interactions.

Successful Young People

- Understands how excellent HR practice underpins high-quality teaching and support for pupils' learning outcomes.
- Takes pride in enabling a positive staff culture that motivates and inspires colleagues to deliver exceptional experiences for young people.
- Champions professional development that helps staff model ambition and high expectations.

Never Leave a Child Behind

- Advocates for inclusive and equitable HR policies and practices that remove barriers for staff and, in turn, supports all pupils.
- Ensures recruitment, training, and performance processes reflect the Trust's commitment to disadvantage awareness and opportunity for all.
- Supports leaders in addressing workforce challenges that could impact pupil outcomes, ensuring no one is left behind.

Learning for All

- Actively seeks professional learning opportunities to develop their own HR expertise.
- Promotes a culture of continuous improvement and reflective practice within HR and across the Trust.
- Values diversity and respects the unique context of each academy, adapting HR guidance accordingly.

Thriving Community

- Builds strong relationships with staff, school leaders, and local communities, recognising the unique identity of each academy.
- Creates HR processes that enhance staff wellbeing and engagement, contributing to a positive, thriving school environment.
- Encourages collaborative working and celebrates success across the Trust.

Respect for All

- Models respectful, transparent, and collaborative communication at all times.
- Navigates conflict or complex employee relations cases with fairness, respect, and professionalism.
- Promotes an inclusive workforce that reflects the Trust's commitment to dignity and respect.

Together We Are Stronger

- Works collaboratively with central teams and school leaders to deliver consistent, high-quality HR operations.
- Shares expertise, supports colleagues, and contributes to Trust-wide HR initiatives and improvements.
- Encourages teamwork and supports a culture where staff feel valued and connected.

Coping with the Challenges of Life

- Demonstrates resilience, adaptability, and a calm approach when managing challenging situations or competing priorities.
- Supports staff wellbeing and mental health through proactive HR practices and compassionate leadership.
- Models a growth mindset and supports staff to build confidence and resilience.

Role details

Department	Human Resources
Main place of work	Trust Central Offices
Reporting to	Head of HR
Tenure	Permanent
Hours	37.5 hours weekly
Working weeks	Term time plus 2 weeks
Salary	PO14 (NJC spinal column point 40 to 43)

Commitment to Safeguarding and Working in Education

The Learning Community Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Recruitment will be undertaken in line with safer recruitment practice and the statutory guidance *Keeping Children Safe in Education*. Shortlisted candidates will be subject to an online search prior to interview, and the successful candidate will be required to complete an enhanced DBS check, including a check against the children's barred list, and provide two satisfactory references, a medical check will also be carried out.

All staff are expected to comply with Trust policies and statutory duties relating to safeguarding, health and safety, confidentiality, data protection, equality and diversity. This includes maintaining appropriate confidentiality for personal, contractual and salary-related information, following relevant health and safety arrangements, and ensuring all interactions are based on dignity, respect and fairness.

For more information about our commitment to safeguarding, please visit lct.education and search 'Keeping Children Safe in Education' to view the latest statutory guidance.

How to apply

Please complete our word document application form which can be downloaded from lct.education/jobs. Once completed, please email to the email address on the front of this role information pack by the deadline.

Please note that by submitting an application you agree for your personal data to be processed in line with the trust's privacy notices. Further information can be found at portal.lct.education/dataprotection

For an informal discussion of the role please contact the Head of HR via the details on the front of this role information pack.



Learning Community Trust

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For more information please visit lct.education